POLICY MANUAL

OF

THE ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS OFFICIALS-INTERNATIONAL, INC.

AS LAST AMENDED ON

May 3, 2018

VERIFIED AS ACCURATE BY THE BYLAWS COMMITTEE

June 12, 2018

APCO POLICY MANUAL
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[Changes to most sections of the Policy Manual require the approval by a two-thirds majority of the whole Board of Directors. Changes to certain sections require approval by the Executive Council or Quorum and these exceptions are noted in parenthetical clauses that appear after the title of the relevant sections of this index.]

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ARTICLE I: MANUALS

SECTION 1.1: ESTABLISHMENT OF THE POLICY MANUAL

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To define the purpose of the APCO Policy Manual and its distribution.

AUTHORITY

This Policy Manual is established to define the policies, practices, and procedures that are essential to the proper conduct of the Association.

POLICY

1. This Policy Manual shall define policies of the Association and may define practices and procedures necessary to implement the requirements of the Association's Bylaws.

    1.1 In the event there is a conflict between a requirement contained in this Policy Manual and a requirement contained in the Association Bylaws, then the requirement of the Bylaws shall prevail. Such conflict shall be corrected by amendment of this Policy Manual pursuant to the amendment procedure for that section.

2. The authority to establish new policies, amend, or delete sections of this Policy Manual is generally vested in the Board of Directors unless otherwise provided in this Policy Manual. Any modifications involving Board approval shall require an affirmative vote by a two-thirds majority of the whole Board of Directors.

3. A complete copy of this Policy Manual in an electronic PDF format shall be maintained on the APCO website for access by the general membership. Such copy shall be kept current.

    3. 1 "Current" shall be defined to include the addition of new sections, the exchange of amended sections, and the removal of deleted sections within 30 days after such action is approved by the proper governing bodies.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 05/09/2014

ARTICLE I: MANUALS

SECTION 1.2: CHANGES TO THE POLICY MANUAL

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To define the practices and procedures to be followed in making changes to this Policy Manual.

AUTHORITY

This Policy Manual is hereby established to define the operating policies, practices and procedures that are essential to the proper conduct of the Association.

POLICY

1. The authority to establish, amend, or delete sections of this Policy Manual is as defined in this Section.
    1.1 Modifications to appendices shall be considered administrative changes and not subject to the procedures described in this Section, except subsections 9 & 10.
2. A proposal to modify this Policy Manual may be submitted by the Board of Directors, by any committee of the Association, by any chapter of the Association, or by any member of the Association who is eligible to vote in the Membership Quorum. Such entity shall be known as the “maker”.
3. Proposals to modify this Policy Manual shall be submitted in accordance with either of the following two formats:
    3.1 Method A generally is best used in cases of minor changes to existing sections of this Policy Manual.
        3.1.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained.
        3.1.2 The maker prepares a document showing the proposed changes in the text. The proposal shall show not less than the entire paragraph in which text is to be changed and may include the entire Policy Manual Section.
        3.1.3 The maker highlights text changes by showing text to be deleted as ~~strikethrough text~~ and text to be added as <u>underline text.</u>

3.2 Method B generally is best used in cases of major changes to an existing section involving changes in text to a significant portion of the document. Method B is the only method that is practical for new sections to be added to this Policy Manual.

3.2.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained. The maker includes a statement that the proposed change is either a “new section” or is a “complete replacement of the existing section”.

3.2.2 The maker prepares a complete section that, upon adoption by the Board of Directors, or other governing body as otherwise provided for in this Policy Manual, will be inserted into the Policy Manual. The new document shall not use ~~strikethrough~~ or <u>underlining</u> as a means of highlighting changes to the text.

3.2.3 The format of the proposal shall conform to the general style of Policy Manual sections as demonstrated by this section. The Bylaws Committee may be consulted for assistance in formatting the proposal.

4. The maker shall submit the proposal to the Executive Director.

5 The Executive Director shall forward the proposal to the Executive Committee of the Board of Directors (“Board”) for review and comment. If time permits, the Executive Committee of the Board may make comments to the maker prior to the proposal being presented to the whole Board of Directors. Such comments shall be non-binding on the maker.

5.1 It is recommended that the Executive Committee of the Board forward a copy of the proposal to the Chair of the Bylaws Committee for the purpose of their review to ensure the proposed new or modified policy does not conflict with requirements of the Bylaws, or another section of this Policy Manual. The Bylaws Committee may also comment with regards to the format of the proposed section.

6. If the Executive Committee of the Board determines that the new or modified policy is of such importance to the effective operation of the Association that it should be implemented immediately, and said new or modified policy only requires approval of the Board of Directors, the Executive Committee may approve the policy.

6.1 The new or modified Policy Manual Section shall become effective upon approval by the Executive Committee except that if the Board of Directors subsequently disapproves the proposal, at which time the new policy shall become null and void or the modified policy shall return to its prior approved state.

7. If the Executive Committee of the Board determines that approval of the new or modified policy can be held until the next regular meeting of the Board of Directors or the other applicable governing body with approval rights, the Executive Committee shall instruct the Executive Director to add the proposal to the agenda for that meeting.

7.1 The Executive Director shall distribute copies of the cover letter submitted by the maker and the proposed new or modified text of the Policy Manual Section to the Board of Directors or other applicable body. To the greatest extent possible, the Executive Director shall endeavor to include these items in the materials distributed to the applicable governing body no later than 30 days prior to the meeting.

7.2 The Executive Director shall include a statement from the Executive Committee of the Board with regard to their position on the proposal. Such position may be "Recommend Approval", "Recommend Approval with Amendment", "Recommend Disapproval", or "No Recommendation".

7.3 The Board of Directors or other applicable body may propose amendments to the proposed new or modified policy. Each proposed amendment shall be considered individually prior to the entire new policy or modified policy being considered.

7.4 The new or modified Policy Manual Section shall become effective upon its passage by a two-thirds majority vote of the whole Board of Directors unless otherwise requiring approval from the Executive Council or Membership Quorum as indicated in this Policy Manual.

8. The Executive Director shall deliver a copy of the approved new or modified Policy Manual section to the Chair of the Bylaws Committee.

8.1 The Bylaws Committee shall verify that the new or revised section is in the proper format.

8.2 The Bylaws Committee may make non-substantive changes in the format of the document including changes in font, spacing, grammar, spelling, punctuation, highlighting, and numbering to conform to the general format of the Policy Manual.

8.3 The Bylaws Committee may correct words that are used improperly when the correction is based upon the context of the sentence within which the word appears and the proper word is readily obvious.

8.4 The Bylaws Committee may correct a cross-reference to the Association Bylaws, or to other sections of this Policy Manual provided that:

8.4.1 The Committee can readily determine the correct cross-reference based upon the context; or

8.4.2 The Committee can determine the correct cross-reference based upon earlier versions of the same or similar sections of this Policy Manual; based upon the minutes of applicable meetings; based upon changes to the Association's Bylaws that may have changed the numbering of those documents; or based upon other verifiable historical research; or

8.4.3 If the Committee is unable to determine the proper cross-reference, then the Committee shall report the problem to the Executive Committee of the Board and seek it's guidance in preparation of an amendment to the Policy Manual section that will correct or eliminate the error.

9. The Bylaws Committee shall update the Index each time a new section is added or a section is amended.

10. After the Bylaws Committee has verified the accuracy of the new/modified section, the Executive Director shall cause the new or modified Policy Manual Section and the updated Index to be published in accordance with the requirements of the Establishment Section of this Policy Manual.

ARTICLE I: MANUALS

SECTION 1.3: ANNUAL CONFERENCE MANUAL

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors]

PURPOSE

To establish the role of the Annual Conference Manual, its purposes and the procedures for its revision.

AUTHORITY

The Annual Conference is authorized pursuant to Article V of the Association's Bylaws. The Annual Conference Manual is established to guide the planning and conducting of the Annual Conference.

POLICY

1. The Association shall meet every August or as near such date as is feasible. Such meeting shall be known as the Annual Conference.

    1.1 The place of such meeting shall be determined in accordance with the requirements in the Annual Conference Manual.

2. The Executive Director, under the guidance of the Executive Committee of the Board of Directors ("Board"), the Board of Directors and the Executive Council, shall create and maintain an Annual Conference Manual.

3 The Annual Conference Manual shall define the practices and procedures associated with conducting the Association's Annual Conference.

    3.1 The Annual Conference Manual shall serve as the basis of a Memorandum of Understanding between the Association and the Host Chapter Committee with regard to the division of roles and responsibilities for the successful conduct of the Association's Annual Conference.

4. The Annual Conference Manual may be amended upon recommendation of the Executive Director, the Executive Committee of the Board, the Board of Directors, or the Executive Council subject to approval by either of the following methods:

4.1 By majority vote of the Board of Directors giving due regard to the impact such amendment may have upon an existing Memorandum of Understanding for a scheduled Annual Conference.

4.2 By majority vote of the Executive Committee of the Board giving due regard to the impact such amendment may have upon an existing Memorandum of Understanding for a scheduled Annual Conference and subject to ratification by the Board of Directors.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 08/13/2015

ARTICLE II: THE ASSOCIATION

SECTION 2.1: CORPORATE STATEMENTS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To ensure the Association's Corporate Statements are properly maintained and safeguarded.

AUTHORITY

The Association Corporate Statements are the legal basis for the formation of the Association.

POLICY

1. The Association of Public-Safety Communications Officials-International, Incorporated is a volunteer membership organization founded in 1935 and originally incorporated in the State of Indiana as a not-for-profit corporation in 1939. The Association moved its State of domestication to Florida in 2006 and is authorized in various jurisdictions in which it is required to be registered for the purposes of doing business including Virginia. The corporate headquarters of the Association is located in Daytona Beach, Florida and the executive offices are located in Alexandria, Virginia.
2. The Executive Director shall review the Association's Articles of Incorporation and amendments thereto annually to ensure that they are current and accurate.
    2.1. Except as permitted below, any change in the Association's Articles of Incorporation shall be presented to the Board of Directors for approval during a regular meeting of the Board.
        2.1.1. If the Executive Committee of the Board of Directors determines that making the proposed change is of critical importance to the effective operation of the Association and that withholding action until the next regular meeting of the Board of Directors would harm the Association, then the Executive Committee may authorize the change by a majority vote subject to subsequent ratification of the action by a two-thirds majority vote of the whole Board of Directors.
        2.1.2. The Executive Director may update the listing of Association officers, as necessary, to show the current members of the Board of Directors. He/she shall notify the Board of Directors that the list has been updated.

3. The Executive Director shall annually review the Association's "Registration to Transact Business" in any and all jurisdictions requiring such registration (Virginia, Florida, Daytona Beach, etc.).

    3.1. The Executive Director may update the information contained on the registration, as required. He/she shall notify the Board of Directors of any change made.

    3.2. The Chief Financial Officer shall ensure timely payment of all fees necessary to maintain such registration.

4. The Executive Director shall provide for the preservation of the Association's Corporate Statements in accordance with Article XI, Records Management, of this Policy Manual.

5. The Executive Director, under the guidance of the Board of Directors, may recommend and oversee the creation and amendment of existing manuals necessary for use in conducting the Association's business. The authority to approve the creation and/or modification of such manuals shall be governed by the Board of Directors in accordance with terms and conditions contained in each such manual.

6. The Executive Director in the capacity of Chief Executive Officer and the Chief of Staff in the capacity of Secretary are authorized to serve as signatories of the Association on contracts and other official documents subject to limitations established elsewhere in the Bylaws, Policy Manual, or applicable laws and regulations.

ARTICLE II: THE ASSOCIATION

SECTION 2.2: SUBSIDIARIES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To provide for the establishment and organization of APCO's subsidiaries.

AUTHORITY

The Association is permitted to create subsidiaries of itself in accordance with Article VII of the Association's Bylaws and pursuant to the terms and conditions herein.

POLICY

1. Following are the current subsidiaries of the Association:
    - 1.1 Public Safety Foundation of America, Inc. ("PSFA") is a not-for-profit corporation organized under the laws of the State of Florida and designated a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.
        - 1.3.1 The purpose of the PSFA is to assist and educate public safety agencies regarding the implementation of call locating technologies including the dispersal of funds to qualified agencies in support of such implementation.
2. The Executive Director shall review the Articles of Incorporation and Bylaws for each subsidiary annually to ensure that those documents are current and accurate.
    - 2.1 Any need to update the Articles of Incorporation or the Bylaws of a subsidiary shall be reported to the Board of Directors.
3. Except as permitted below, any change in the Articles of Incorporation or the Bylaws of a subsidiary shall require approval by a two-thirds majority of the whole Board of Directors.
    - 3.1 If the Executive Committee of the Board of Directors determines that making a proposed change immediately is of critical importance to the effective operation of the subsidiary, the Executive Committee may authorize the change by a majority vote subject to subsequent ratification of the action by a two-thirds majority of the whole Board of Directors.

3.2 The Executive Director may update the listing of subsidiary officers, as necessary, to show the current members of the Executive Committee (acting as the subsidiary Board of Directors, the current Chief Financial Officer (acting as the Secretary/Treasurer of the subsidiary), and the current Executive Director (acting as President of the subsidiary). He/she shall notify the Board of Directors that the list has been updated.

4. The Executive Director shall provide for the preservation of the Association Subsidiaries' Corporate Statements in accordance with Article XI, Records Management, of this Policy Manual.

Approved by the Executive Council: 08/14/2009
Removed by the Board of Directors: 09/22/2013

ARTICLE II: THE ASSOCIATION

[SECTION 2.3 has been omitted.]

ARTICLE II: THE ASSOCIATION

SECTION 2.4: APCO, INC. ORGANIZATIONAL CHART

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish an organizational chart for the Association.

AUTHORITY

The organization of the Association is described throughout the Association Bylaws and this Policy Manual.

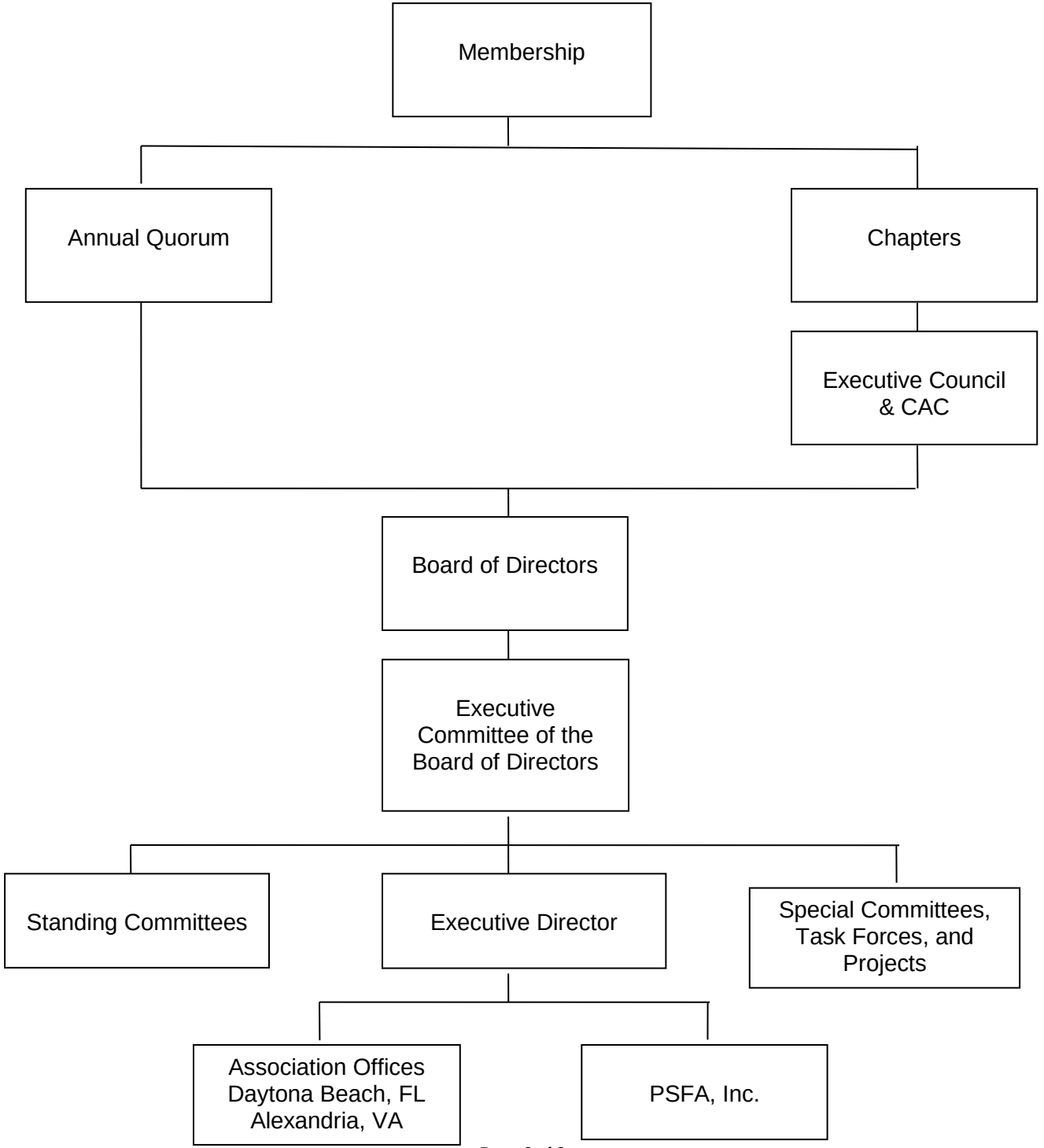
POLICY

1. The organization chart shows the structure of the Association and the relationships of its various components.
2. The organizational structure derives from the Membership of the Association.
   - 2.1 The Membership is represented annually by the "Membership Quorum".
   - 2.2 The Membership is divided into Chapters in accordance with Article IV of the Association Bylaws and Article IV of this Policy Manual.
3. The Executive Council, consisting of representatives of each Chapter including the International Chapter, is governed by the terms and conditions provided in Article VI, of the Association Bylaws.
4. The Board of Directors is governed by the terms and conditions provided in Article VII of the Association Bylaws.
   - 4.1 The Executive Committee of the Board of Directors, elected by the Membership Quorum, is governed by the terms and conditions provided in Articles VIII and IX, of the Association Bylaws.
   - 4.2 The Board of Directors is authorized to create subsidiaries of the Association in accordance with Article VII of the Association Bylaws and described in the Subsidiaries section of this Policy Manual.

4.3 The Board of Directors is authorized to establish various committees to assist in accomplishing the purposes of the Association in accordance with Article VII of the Association Bylaws.

4.3.1 Committees are further described in Article VII of this Policy Manual.

5. The Executive Director, a full-time employee of the Association, is governed by the terms and conditions provided in Article XI of the Association Bylaws and further described in the Executive Director section of this Policy Manual


Membership
Annual Quorum
Chapters
Executive Council & CAC
Board of Directors
Executive Committee of the Board of Directors
Standing Committees
Executive Director
Special Committees, Task Forces, and Projects
Association Offices Daytona Beach, FL Alexandria, VA
PSFA, Inc.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 09/22/2013

ARTICLE II: THE ASSOCIATION

SECTION 2.5: RULES OF ORDER

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish rules of parliamentary procedure for conducting various official meetings of the Association.

AUTHORITY

"Robert's Rules of Order Newly Revised" shall govern the Association in all cases to which they are not inconsistent with the Bylaws or the special rules of order of this Association.

POLICY

1. The most recently published edition of Robert's Rules of Order, Newly Revised, shall function as the current and authorized edition of this document. The special rules contained herein are based upon that document.

    1.1 In the event of a conflict between the document named above and any other published version of "Robert's Rules of Order", the above named document shall prevail.

2. "Robert's Rules of Order, Newly Revised" and the special rules identified herein shall govern the conduct of all official meetings of the Association including meetings of the Membership Quorum, Executive Council, Board of Directors, and all committees appointed by the Board of Directors.

    2.1 The Executive Director shall ensure that a copy of the current, authorized edition of "Robert's Rules of Order, Newly Revised" is available for reference at all meetings of the Membership Quorum, Executive Council and Board of Directors.

3. A majority of the applicable quorum (i.e., the Membership Quorum, the Executive Council, or the Board of Directors) shall vote in favor of an action before such action may be implemented.

    3.1 Unless otherwise specified, the word "majority" shall mean a simple majority consisting of more than 50% of the applicable quorum. In general, members who "abstain" shall not be counted as part of the quorum for purposes of the vote.

3.2 The Chair is cautioned that certain actions require that a “super majority” of either two-thirds of the applicable quorum or three-fourths of the applicable quorum to vote in favor of the action before such action may be implemented.

3.3 The Chair is cautioned that certain votes are based upon the total membership of the applicable body and not just those members in attendance. In such cases, members who are absent or otherwise abstain from voting have the effect of being a negative vote since they are included amongst the voting quorum for purposes of determining the number of affirmative votes needed for passage.

4. All votes on motions and other official actions shall be conducted in one of the following manners:

4.1 By a voice vote wherein the Chair calls for “Ayes”, then “Nays”, and finally “Abstentions”. Members of the applicable quorum indicate their vote orally at the appropriate time. The Chair shall make a ruling as to the position receiving the required majority of the vote. In the event the Chair is unable to determine the position having the “majority vote” or in the event that a member of the applicable quorum calls for a “show of hands”, then the Chair shall discard the voice vote and proceed with a “show of hands” vote as described below.

4.2 By a show of hands wherein the Chair asks all members in favor of the action to so indicate by raising their hand. The Chair then counts those members as “Aye” votes. Similarly, the Chair shall ask all members opposed to raise their hand and counts those members as “Nay” votes. Finally, the Chair shall ask all of those abstaining to raise their hand to be so recognized. The Chair then announces the final tally.

4.3 By secret ballot wherein the Chair asks each member of the applicable quorum to indicate his/her preference on a piece of paper. The individual ballots shall be collected and counted by at least two individuals who shall make the final tally known. To the greatest extent possible, the individuals conducting the count shall be “disinterested parties”. If such “disinterested parties” are not available, then the individuals conducting the count shall represent both sides of the argument.

4.4 For each method of conducting a vote, only those members of the applicable quorum who are eligible to vote shall cast a “vote”.

5. The Membership Quorum, the Executive Council, and the Board of Directors may take action on a matter only as the result of a motion made by a member of the respective body, the seconding of that motion by another member of the respective body, and a vote by the quorum of the respective body in accordance with the practices for handling motions as detailed in “Robert’s Rules of Order, Newly Revised” except as noted below:

5.1 A request from a member of the quorum to “Call the Question” shall not be interpreted to mean the motion “Previous Question” as defined in “Robert’s Rules of Order, Newly Revised” unless the author specifically states his/her intent to make that motion. Rather, when such a “Call” is made, the Chair may proceed directly to conducting a vote on the matter then at hand.

5.2 A motion to “Table the Question”, to “Table the Matter” or to similarly “Table…” shall be interpreted to be the motion “Lay on the Table” as defined in “Robert’s Rules of Order, Newly Revised” unless the maker is otherwise specific as to his/her intent in making the motion. The requirement that another item of immediate urgency having arisen is waived.

5.2.1 Matters before the Membership Quorum that are “Tabled” shall end with the closing of the Annual Conference if not acted upon.

5.2.2 Matters before the Executive Council that are “Tabled” shall end with the closing of that meeting of the Executive Council Session if not acted upon.

5.2.3 Matters before the Board of Directors that are “Tabled” may be carried from one meeting until the next except that the matter may not be carried past the closing of the next Annual Conference.

5.3 A motion to “Adjourn” a General Business Meeting of the Membership Quorum shall allow for the ending of the then current meeting of the Membership Quorum without ending the session of meetings and dissolving the Membership Quorum. The Session of the Membership Quorum and its dissolution are defined in Section 2.9 of this Policy Manual.

5.4 A motion to “Adjourn” a meeting of the Executive Council shall allow for the ending of the then current meeting of the Executive Council without an official end to that session. The official ending of a particular Executive Council Session is described in Section 5.1 of this Policy Manual.

6. The “Chair” shall be determined as follows:

6.1 The President shall serve as the Chair of all meetings of the Membership Quorum, the Board of Directors and the Executive Committee of the Board of the Directors, except as noted below:

6.1.1 The First Vice-President, and the Second Vice-President shall serve in order of seniority as the Chair in the absence of the President.

6.1.2 The Management Committee of the Executive Council shall appoint a member of the Council to serve as Chair during all Council meetings.

6.2 The Chairperson of a committee shall serve as the Chair of all meetings of that committee.

7. The Chair shall have the following prerogatives:

7.1 The Chair decides the applicability of the rules of order and parliamentary procedure and makes all interpretations of such rules and procedure. The Chair may appoint and seek advice from a “parliamentarian” on such matters, however, the decision of the Chair is final.

72 The Chair shall recognize a member of the applicable quorum desiring to speak before such member shall be granted “the floor”. The chair shall not unreasonably deny any member of the quorum the right to speak.

7.3 The Chair shall recognize non-members of the applicable quorum desiring to speak before such non-member may be granted “the floor”. The Chair shall have sole discretion in granting this privilege to non-members of the quorum.

7.4 The Chair may limit debate on a matter before the applicable body by taking any of the following actions:

7.4.1 By limiting the time allocated to each speaker. In so doing, the Chair shall endeavor to grant an equal amount of time to each side of the argument.

7.4.2 By limiting the number of speakers on each side of the issue. In so doing, the Chair shall endeavor to grant equal number of speakers to each side of the argument.

7.4.3 By setting a specific time at which debate shall end. In so doing, the Chair shall endeavor to ensure that each side of the argument has had an equal opportunity to present its position.

7.5 The Chair may seek the advice of APCO’s Legal Counsel with regards to the legal issues related to the matter at hand prior to making a ruling on the matter.

8. The Executive Director is granted editorial privilege in the wording of resolutions and motions made during the course of a meeting of the Membership Quorum, the Executive Council, or the Board of Directors for the purpose of proper language.

8.1 This privilege shall not be used to change either the intent or the effect of the resolution or motion passed.

8.2 If the maker of the resolution or motion is dissatisfied with the wording, he/she may request that it be changed to more correctly state the original language.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 05/06/2015

ARTICLE II: THE ASSOCIATION

SECTION 2.6: BYLAWS CHANGE PROCEDURES

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To define the process for submitting and considering amendments to the Association Bylaws.

AUTHORITY

The Association Bylaws may be amended in accordance with Article XIV of the Bylaws.

POLICY

1. The Association Bylaws shall be amended only when the membership has been properly notified of the proposal to make an amendment and when approved in accordance with the requirements of the Bylaws.
2. A proposal to amend the Association Bylaws may be submitted only by a Chapter, a Regional Conference Quorum, the Executive Council, the Board of Directors, or a committee formed by the Board of Directors. Such entity shall be known as the "maker" of the proposal.
3. A proposal to amend the Association Bylaws shall be submitted in the form of a resolution. The format of the resolution shall include the following items in the order listed herein:
    - 3.1 A section entitled "INTENT" that shall describe what the proposed amendment will accomplish. Such statement shall be brief, not to exceed two sentences.
    - 3.2 The name of the maker.
    - 3.3 The name of the Membership Quorum whose consideration is desired. For example, the Membership Quorum held during the 2009 Annual Conference would be known as the "2009 Membership Quorum".
    - 3.4 One or more "WHEREAS" statements that define the deficiencies of the current language, the need for added language, and/or the benefits to be gained from adding or modifying existing language in the Bylaws.

3.5 One or more “RESOLVED” statements that define the Article(s), Section(s), and Paragraph(s) of the Bylaws to be amended and the proposed changes in the text.

3.5.1 The proposal shall include as much of the existing text as necessary to clearly show how the proposed change integrates into the existing language. In complying with this requirement, the maker shall include not less than the text of the entire paragraph within which a change is proposed.

3.5.2 Text to be deleted shall be shown in the form of ~~strikethrough.~~

3.5.3 Text to be added shall be shown in the form of <u>underline.</u>

4. The maker of a resolution may request the assistance of the Executive Director and/or the Bylaws Committee in the drafting of an amending resolution.

4.1 The Executive Director and/or the Bylaws Committee shall submit such drafts to the Board of Directors for comment before returning them to the maker.

4.2 Comments made by the Executive Director, the Bylaws Committee, and/or the Board of Directors shall not be binding upon the maker.

4.3 Such assistance shall not be construed to be support for the proposal.

5. A resolution to amend the Association Bylaws shall be submitted to the Executive Director not later than April 1 of the year in which the proposal is to be considered by the Membership Quorum.

6. The Executive Director shall cause the entire resolution to be made available via the APCO website not less than thirty (30) days prior to the convening of the Annual Conference at which the proposal is to be considered by the Membership Quorum. A summary of proposed changes shall also be published along with the applicable URL address (for downloading the entire resolution) in an e-communication to members or an issue of the official APCO magazine released ahead of the aforementioned thirty (30) day notice requirement. Said publication shall also include instructions on how members can request that a printed copy of the entire resolution be mailed to them.

7. The Executive Director shall provide a printed copy of the resolution to the Board and to the Executive Council for their review and comment.

8. The resolution shall be presented to the Membership Quorum for consideration as follows:

8.1 A printed copy of the resolution shall be made available at the First General Business Meeting. The President, or his/her designee, shall read the intent and maker of the resolution.

8.2 The Board of Directors shall state its position with regards to the proposed amendment immediately following the first reading of the proposal. Such position may be “Recommend Approval”, “Recommend Approval With Amendment”, “Recommend Disapproval”, or “No Recommendation”.

8.3 The Executive Council shall state its position with regards to the proposed amendment immediately following the Board of Director’s recommendation. Such position may be “Recommend Approval”, “Recommend Approval With Amendment”, “Recommend Disapproval”, or “No Recommendation”.

8.4 The President may permit discussion of the resolution and the presentation of amendments during the First General Business Meeting.

8.5 A printed copy of the resolution and any amendments proposed during the First General Business Meeting shall be made available at the Second General Business Meeting. The President, or his/her designee, shall read the intent and maker of the resolution.

8.6 The Membership Quorum shall vote on the resolution and any proposed amendment(s) during the Second General Business Meeting.

8.7 The President shall permit discussion of the resolution, to include the presentation of amendments, during the Second Business Meeting. In the interest of time, the President may limit the total amount of discussion but in doing so shall allow equal time for both the pro and the con arguments and such time allowed shall be not less than 5 minutes for each side.

8.8 The President shall call for a vote on each amendment to the proposed resolution. Such vote may be by secret ballot, by a showing of hands, or by voice subject to the requirement that only eligible voters shall cast a vote.

8.9 The President shall call for a vote on the entire resolution, as amended. Such vote may be by secret ballot, by a showing of hands, or by voice subject to the requirement that only eligible voters shall cast a vote.

8.10 If approved by the Membership Quorum, the proposed resolution, as amended, shall become effective upon the adjournment of the Annual Conference at which it was adopted except that the resolution may specify an alternate effective date.

9. The Membership Quorum may amend the language of a proposed resolution by majority vote on each such proposed revision.

9.1 The maker of such amendment shall present a written copy of the proposed amendment to the President prior to the Membership Quorum's vote on the amendment. To the extent possible, written copies of the proposed amendment shall be distributed to the members of the Membership Quorum. However, in the interest of time, the President may read the proposed amendment to the Membership Quorum.

9.2 Such amendment shall not deviate substantially from the stated intent of the original resolution nor shall it propose changes to sections of the Association's Bylaws that are not directly related to the sections for which the original resolution intended modification.

10. The Bylaws Committee may make a non-substantive change to the Association's Bylaws in order to correct errors in grammar, punctuation, spelling, cross-references when the correct cross-reference is obvious and the use of incorrect words when the correct word is obvious, and to adjust the numbering of individual sections to maintain proper numerical sequence and to maintain a consistent style and format of section numbering but not to change the relative order of individual sections. Such non-substantive changes shall require approval by the Board in accordance with the following procedures:

10.1 The Bylaws Committee shall prepare the proposal showing the entire Paragraph to be modified with deleted text shown in ~~strikethrough~~ and added text shown in <u>underline</u>.

10.2 The Bylaws Committee shall present the proposal in writing to the Board

10.3 If the Executive Committee of the Board Directors approves the recommended changes, they shall forward the proposed changes to the Board of Directors for concurrence in accordance with the requirements of Section 6.3 of this Policy Manual.

10.4 If the Board of Directors concurs with the proposed non-substantive changes, such changes shall become effective upon such approval.

11. In accordance with Article IV, Section 2 of the Association Bylaws, the Executive Council may waive or modify a requirement contained in the Association Bylaws subject to a requirement that three-fourths (3/4) of the Executive Council shall agree to a finding that an unusual circumstance exists and shall agree to the recommended course of action. Furthermore, the President shall cause to be published in the next possible issue of the Association's official magazine the finding of the Executive Council of an unusual circumstance and its nature and the course of action taken by the Executive Council.

11.1 The new or modified Bylaw shall become effective upon approval by the Executive Council except that if the Membership Quorum subsequently disapproves the proposal, at which time a new Bylaw provision shall become null and void and a modified provision shall return to its prior approved state.

12. In the event there is a conflict between a requirement contained in the Association Bylaws and a requirement contained in this Policy Manual, then the requirement of the Bylaws shall prevail. Such conflict shall be corrected by amendment of this Policy Manual pursuant to the amendment procedure for that section.

Approved by Executive Council: 08/14/09
Amended by the Board of Directors: 09/27/2014

ARTICLE II: THE ASSOCIATION

SECTION 2.7: PLANS

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To define the requirement for a strategic plan and to require the use of that plan in conducting Association business.

AUTHORITY

Pursuant to Article VIII of the Association Bylaws, the duties of the Executive Committee of the Board of Directors includes a requirement to maintain the Association Strategic Plan and set goals and objectives in accordance with such plan. Pursuant to Article VII, the duties of the Board of Directors includes a requirement to review and approve the Association's goals and objectives as recommended by the Executive Committee.

POLICY

1. All action taken by the Board of Directors, any Association Committee, the Executive Council, or the Executive Director and his/her staff shall conform to the goals and objectives of the Association as defined in the Strategic Plan except as noted below:
    - 1.1 Certain on-going activities of the Association (e.g. publication of the official *APCO* magazine, frequency coordination activities, presentation of training, and the Annual Conference) may continue from one year to the next subject to a requirement that the activity does not undergo a significant change from the prior year.
    - 1.2 The Executive Committee should review and approve the specific goals and funding requests that each Committee and Task Force proposes for the coming fiscal year.
2. The Executive Director shall conduct annual goal-setting based upon the current Strategic Plan that identifies specific goals and measures for staff during the coming fiscal year.
    - 2.1 The Association Budget for the coming fiscal year shall support the accomplishment of the goals and measures.
    - 2.2 The Budget shall be presented to the Board of Directors for review and approval during the fourth quarter of the prior fiscal year.

2.3 Should the Executive Director and the Executive Committee of the Board of Directors ("Board") determine that the accomplishment of a goal and/or objective during the coming year is desirable and such goal/objective is not contained within the major goals and objectives of the current Strategic Plan nor is it a permitted exception under Paragraph 1 above, then such goal/objective shall be specifically identified to the Board of Directors during its deliberation of the Annual Budget.

3. The Executive Director and the Executive Committee of the Board shall prepare an Annual Report that details the accomplishments of the Association in meeting or exceeding the goals and objectives of the Strategic Plan during the prior fiscal year.

3.1 The report is to be presented to the Executive Council during the Annual Session held in conjunction with the Annual Conference.

3.2 The Executive Director shall report on goal accomplishment by staff to the Board of Directors following conclusion of the fiscal year.

4. The Executive Committee of the Board may add, delete, or modify annual goals and objectives supported in the Annual Budget subject to the following requirements:

4.1 Such changes are not considered to be taking the Association in a new direction or otherwise be considered a significant change in direction.

4.2 Such changes are within the Budget Change Authority granted to the Board of Directors in accordance with Section 2.12 of this Policy Manual.

Approved by Executive Council: 08/14/2009
Amended by the Board of Directors: 05/06/2015

ARTICLE II: THE ASSOCIATION

SECTION 2.8: MEETINGS OF THE MEMBERSHIP QUORUM

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To define the requirements for conducting meetings of the Membership Quorum.

AUTHORITY

The voting membership is represented by the Membership Quorum as provided for in Article V of the Association's Bylaws.

POLICY

1. There shall be at least two General Business Meetings held during each Annual Conference at which the Membership Quorum shall be officially constituted and "in session".
    - 1.1 One of these required meetings shall be designated as being the "First General Business Meeting" and the other shall be designated as being the "Second General Business Meeting".
    - 1.2 Other General Business Meetings may be held in which case they shall be designated as being a "Special General Business Meeting".
        - 1.2.1 A "Special General Business Meeting" may be pre-planned or called by the President, as needed.
2. Meeting Scheduling Requirements
    - 2.1 No General Business Meeting may be scheduled to begin prior to the official opening of the Annual Conference.
        - 2.1.1 A General Business Meeting, including the meeting designated as the "First General Business Meeting", may be held concurrently with the opening of the Annual Conference, in which case the General Business Meeting shall not convene until the conference is officially opened.
    - 2.2 No General Business Meeting may be scheduled to begin after the official closing of the Annual Conference.

2.2.1 A General Business Meeting, including the meeting designated as the "Second General Business Meeting", may be held concurrently with the closing of the Annual Conference, in which case the conference shall not close until the General Business Meeting is officially adjourned.

2.3 No other event shall be scheduled to conflict with either the "First General Business Meeting" or the "Second General Business Meeting". The purpose of this restriction is to ensure that the membership has a reasonable opportunity to attend these meetings.

2.4 The two sessions designated as being the "First General Business Meeting" and the "Second General Business Meeting" shall start no earlier than 8 A.M. nor later than 4 P.M.

2.4.1 In scheduling "Special General Business Meetings", the President is permitted to schedule the meeting to meet the needs of the circumstances, but is encouraged to follow these time limitations.

2.5 In scheduling any General Business Meeting, enough time should be allowed to permit an orderly conclusion of all identified agenda items.

2.6 A minimum of 36 hours shall elapse between the scheduled start of the two sessions designated as being the "First General Business Meeting" and the "Second General Business Meeting". The purpose of this time lag is to permit the membership time to consider the qualifications of candidates running for office; time to consider issues related to resolutions presented for adoption by the Membership Quorum; time to conduct the election of officers; and time to caucus on such matters as they may deem appropriate.

2.7 The time and place of the sessions designated as being the "First General Business Meeting" and as being the "Second General Business Meeting" shall be featured in an official Conference Schedule that is posted on the APCO website at least 60 days prior to the start of the Annual Conference. The purpose of this requirement is to allow the membership to make appropriate travel plans.

2.8 The time and place of the sessions designated as being the "First General Business Meeting" and as the "Second General Business Meeting" shall be published in the official Conference Program.

2.9 The time and place of sessions designated as being "Special General Business Meetings" that are pre-planned shall be published in the official Conference Program and shall be announced during the session designated as the "First General Business Meeting".

2.10 The time and place of sessions designated as being "Special General Business Meetings" that are not pre-planned shall be "announced" to the membership by implementing all of the following procedures:

2.10.1 One or more posters shall be displayed at all entrances to the Exhibit Area. Alternatively, hand-outs shall be offered to each person entering the Exhibit Area. Such posters/hand-outs shall be available for a minimum period of two hours prior to the start of the "Special General Business Meeting".

2.10.2 One or more posters shall be displayed at all entrances to training sessions. Alternatively, hand-outs shall be offered to each person attending a training session or an announcement may be made at the beginning of each training session. Such posters/hand-outs shall be available for a minimum period of two hours prior to the start of the "Special General Business Meeting".

2.10.3 One or more posters shall be displayed in the Registration Area. Alternatively, hand-outs shall be made available to all persons during the registration process.

2.10.4 One or more posters shall be displayed at such other events as the membership may be expected to attend prior to the start of the "Special General Business Meeting". Alternatively, hand-outs shall be offered to each person attending the event or an announcement may be made at the beginning of the event.

2.10.5 Notices shall be posted in the lobby of each hotel at which attendees have been housed through the Association's housing contractor.

3. Meeting Agenda Items

3.1 The Executive Committee of the Board of Directors shall establish an agenda for each General Business Meeting except that items identified below as being agenda items for either the "First General Business Meeting" or the "Second General Business Meeting" shall be placed on the agenda for those specific meetings.

3.2 Required agenda items for the "First General Business Meeting".

3.2.1 Resolutions to amend the Bylaws of the Association shall receive a first reading.

3.2.1.1 As a minimum, this reading shall consist of the name of the maker and the intent of the resolution.

3.2.1.2 Representatives of the Board of Officers and of the Executive Council shall announce the recommendations of those bodies with regard to the proposed resolution.

3.2.1.3 Amendments may be offered at the conclusion of the reading of each resolution.

3.2.2 Resolutions that do not amend the Bylaws of the Association may receive a first reading.

3.2.2.1 As a minimum, this reading shall consist of the name of the maker and the intent of the resolution provided, however, that printed copies of the resolution are made available for all attendees. If printed copies are not available, then the entire resolution shall be read verbatim.

3.2.2.2 Amendments may be offered at the conclusion of the reading of each resolution.

3.2.2.3 The resolution and any amendments may be acted upon, at the discretion of the Executive Committee of the Board of Directors.

3.2.3 Candidates for election to the offices of Second Vice-President and First Vice-President are nominated and are permitted to address the Membership Quorum.

3.2.3.1 The President may restrict such presentations to a period of time of not less than six (6) minutes.

3.2.4 Nominations to award certain members of the Association the designation of “Life Member” shall be voted upon.

3.3 Required agenda items for the “Second General Business Meeting”.

3.3.1 Resolutions to amend the Bylaws of the Association shall receive a second reading.

3.3.1.1 As a minimum, this reading shall consist of the name of the maker and the intent of the resolution.

3.3.1.2 Amendments may be offered at the conclusion of the reading of each resolution.

3.3.1.3 The Membership Quorum shall vote on the amendments and then on the resolution.

3.3.2 Resolutions that do not amend the Bylaws of the Association may receive a first reading or, if a first reading had occurred during a prior General Business Meeting and the resolution had not been acted upon, then the resolution may receive a second reading.

3.3.2.1 As a minimum, this reading shall consist of the name of the maker and the intent of the resolution provided, however, that printed copies of the resolution are made available for all attendees. If printed copies are not available, then the entire resolution shall be read verbatim.

3.3.2.2 Amendments may be offered at the conclusion of the reading of each resolution.

3.3.2.3 The Membership Quorum shall vote on the amendments and then on the resolution, except that the President may delay such vote until a later scheduled “Special General Business Meeting” provided that the scheduling of such meeting is announced at this meeting.

3.3.3 Election of new officers for the positions of Second Vice-President, and First Vice-President, shall be held in accordance with the requirements of the Officer Election Procedures of this Policy Manual.

4. Adjournment of the Membership Quorum

4.1 The session of meetings during which the Membership Quorum may conduct business shall “Adjourn” automatically without motion or second upon the President announcing the closing of the Annual Conference.

4.2 The closing of the Annual Conference shall constitute dissolution of the Membership Quorum.

5. Other Requirements

5.1 The room within which any General Business Meeting is held shall be equipped with a public address system. The purpose of this requirement is to ensure that all statements made by participants are heard by all attendees.

5.1.1 To the extent possible, microphones should be provided for use by persons in the audience.

5.1.2 To the extent that statements are made by participants who do not have access to a microphone, the moderator shall re-state the name of the person making the statement and a summary of what the person said.

5.2 Persons making presentations to the Membership Quorum, including members making or seconding a motion, shall clearly state their name and, as applicable, the Association chapter of which they are a member.

5.3 Only those persons who are members of the Association in a voting-eligible category may vote on a motion presented to the Membership Quorum.

5.3.1 Only those persons who are members of the Association in a voting-eligible category may make or second a motion.

5.4 Before any voting may occur at a General Business Meeting, the meeting room shall be divided into at least two sections.

5.4.1 Persons who are voting-eligible members of the Association shall be placed in one, clearly identifiable section.

5.4.1.1 The Chair of the Credentials Committee, or his/her designee, shall serve as the Sergeant-at-Arms and shall certify that only voting-eligible members of the Association are seated in the area designated for such members.

5.4.2 Persons who are not eligible to vote may be placed in one or more sections of the room.

5.5 In addition to any requirements identified herein, a resolution to amend the Bylaws of the Association shall conform to the requirements of the Bylaws Change Procedures of this Policy Manual.

5.6 The Executive Director shall cause an audio record to be made of all General Business Meetings.

5.6.1 Such record shall be maintained at APCO Headquarters for a minimum of two years.

5.7 The Executive Director shall cause a written summary of each General Business Meeting to be prepared.

5.7.1 As a minimum, the summary shall include:

5.7.1.1 A verbatim transcript, to the extent possible, of all motions including the name/chapter of the maker and the person seconding the motion.

5.7.1.2 The result of all votes taken by the Membership Quorum including votes with regard to resolutions presented to amend the Bylaws of the Association; other resolutions; the election of officers; and other motions.

5.7.2 The written summary shall be presented to the Board of Directors by no later than its third quarter meeting of the fiscal year.

5.7.2.1 The Board of Directors may make changes to the written summary, as they deem appropriate.

5.7.2.2 The Board of Directors shall vote to accept the summary as an accurate record of the meeting.

5.7.3 The written summary, as approved by the Board of Directors, shall be forwarded to the Heritage Foundation.

5.8 All meetings of the Membership Quorum shall be conducted in accordance with the Rules of Order section of this Policy Manual.

ARTICLE II: THE ASSOCIATION

SECTION 2.9: REGULATORY MATTERS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the methods by which the Association responds to regulatory matters.

AUTHORITY

Representing the interests of its members before regulatory and policy-making bodies is a primary purpose of the Association.

POLICY

1. Regulatory matters are those issues that originate at or come before the U.S. Congress, the Federal Communications Commission (FCC), the National Telecommunications and Information Agency (NTIA) and various departments of the Federal Government that are of interest to the operation of public safety communication systems in the United States of America.
    1.1. The Association shall not become involved in issues that are restricted to a single state or sub-division of a state or that come before a regulatory body of a state or sub-division of a state. Chapters of the Association, however, are encouraged to become involved in such issues when the issue affects the membership within their chartered area.
    1.2. The Association shall not become involved in issues related to employment, salaries and benefits, or working conditions.
2. The Board of Directors shall establish the Association's position on all regulatory matters. In so doing, the Executive Committee of the Board of Directors ("Board") shall generally follow the process identified below and shall give due consideration to the following factors:
    2.1. The best interests of the American public to whom public safety agencies provide service.
    2.2. The best interests of the public safety community at large.
    2.3. The advice of the membership as expressed through an appropriate committee, task force, or advisory group.

2.4. The advice of the Association's Director of Legal and Government Affairs.

2.5. The advice of the Executive Director and other staff.

2.6. Prior positions that the Association may have taken on the same or related issues.

2.7. Consultation with the Board of Directors as time and circumstances permit.

3. The "public safety community at large" shall include the following:

3.1. Agencies in all parts of the country.

3.2. Agencies of all sizes including large, medium, and small agencies and agencies that may provide service to multiple jurisdictions.

3.3. Agencies from all disciplines including, but not limited to, law enforcement, fire, emergency medical services, forestry, conservation, highway maintenance, emergency rescue, emergency management, and general government.

3.4. The personnel that work for the agencies identified above.

4. In establishing committees, task forces, and other groups to advise it on regulatory matters, the Executive Committee of the Board shall endeavor to:

4.1. Seek Association members that have appropriate education and experience so as to be considered "subject matter experts".

4.1.1. Developing the "subject matter experts of tomorrow" also is an important function. To assist in this development, the Executive Committee of the Board is encouraged to permit members of lesser experience to participate in an appropriate committee as a means of helping them to develop their expertise.

4.2. Seek Association members from geographically diverse parts of the country.

4.3. Seek Association members from a variety of jurisdictions to include state agencies, county agencies, city/town/village agencies, agencies from districts and other special governmental entities; to include large, medium, and small agencies; and to include agencies that service a single jurisdiction and agencies that service multiple jurisdictions through an agreement.

4.4. Seek Association members from a variety of disciplines to include law enforcement, fire, emergency medical services, forestry, conservation, highway maintenance, emergency rescue, emergency management, and general government.

4.5. Commercial members may be included wherein they bring expertise that would be of value to the advisory group. The Executive Committee of the Board, however, shall give due consideration to the financial interest that the commercial member may have in recommending a particular position.

5. The Board of Directors is cautioned with regard to changing a position adopted by the Association in the past. Such changes, particularly if they are significant, may lead to confusion on the part of the membership, regulatory agencies and officials, and other groups as to the reasoning behind the Association's position and the validity of its claim to represent "public safety". Such confusion may extend beyond the specific matter at hand.

6. Once a position has been established on a particular matter, such position shall be promoted by all members and staff of the Association who may be asked to represent the Association in a presentation to a regulatory body, a regulatory official, or any other group.

6.1. No chapter, committee, or other sub-group of the Association shall publicly express opposition to the position adopted by the Board of Directors without first discussing the reasons for their opposition with the Board.

7. Process for developing a position paper on a matter to include “Comments” and “Reply Comments” that might be submitted on regulatory matters.

7.1. The Director of Legal and Government Affairs (hereinafter referred to as the “Director”) shall monitor the activities of the U.S. Congress, the FCC, the NTIA, and other regulatory agencies at the Federal level to identify issues that might be of interest to the Association.

7.1.1. The Executive Director, staff of the Association, members of the Board of Directors, and chairs of Association committees, task forces and advisory groups who become aware of an issue that the Director may not be aware of shall contact him/her with the particulars of the issue.

7.2. Based upon guidance that the Board of Directors may have previously given, the Director shall review the identified issues to determine if the Association should become involved.

7.3. If the Director believes that the Association should become involved in the matter, he/she shall notify the Executive Committee of the Board with regard to the particulars of the matter.

7.4. If the Executive Committee of the Board concurs that the Association should become involved in the matter, they shall so notify the Director.

7.4.1. The Executive Committee of the Board may place limits upon the level of involvement.

7.4.2. In the interest of timeliness, if the Executive Committee of the Board does not respond to the notification within 5 working days, the Director may assume concurrence.

7.5. The Director shall notify the chair of the appropriate Association committee with the particulars of the issue and seek advice on the position the Association should take on the matter.

7.5.1. In general, the Spectrum Management Committee shall be consulted on matters related to the use of the radio spectrum.

7.5.2. In general, the 9-1-1 Committee shall be consulted on matters related to the operation and use of emergency telephone systems, both wireline and wireless.

7.5.3. All discussions with regard to the matter and any position that the Association may take with regard to the matter are *CONFIDENTIAL* working papers of the Association. Members of the Board of Directors, members of the appropriate advisory committee(s), and members of the Association’s staff who are directly involved in the discussions are the only people authorized access to this information.

7.6. The Executive Director shall develop a preliminary position paper on the matter and distribute it to the Board of Directors and to the Chair of the advisory group(s) that may have provided advice on the position.

7.6.1. The Director shall establish a “response date” based upon allowing adequate time for development of a final position paper and the date by which the regulatory body has requested that comments be submitted.

7.6.2. The preliminary position of the Association on the matter shall be considered *CONFIDENTIAL* work product belonging to the Association. It shall not be discussed with any unauthorized person.

7.7. The Board of Directors and the Chair of the advisory group(s) shall submit comments not later than the “response date” specified by the Executive Director.

7.7.1. If no response is received by the “response date”, the Director may assume concurrence with the position presented in the preliminary position paper.

7.8. The Executive Director shall prepare a final position paper on the matter and distribute it to the Board of Directors and to the Chair of the advisory group(s) that may have provided advice on the position. The Executive Director shall identify the date by which the Association’s position must be made public.

7.8.1. Members of the Board of Directors and the Chair of the advisory group(s) may submit comments, as appropriate, prior to the date identified by the Executive Director.

7.9. The President shall seek concurrence from minimally the Executive Committee of the Board of Directors to establish the position as the “official position” of the Association.

7.9.1. The Board of Directors may establish internal procedures, as necessary, that describe what constitutes “concurrence” for establishing the position as the “official position” of the Association. Such procedures shall give due consideration to the need for a timely response.

7.10. The Executive Director shall make the “official position” of the Association public in an appropriate manner.

8. Process for making verbal comments with regard to the Association’s position on a matter.

8.1. The Executive Director, the Director of Legal and Government Affairs, and the director of an appropriate department are authorized to make verbal comments on an issue only in support of a position that has been previously approved by the Board of Directors.

8.1.1. Other members of the Association’s staff who may receive a request for a verbal comment with regard to the Association’s position on a matter should refer the request to one of the above named individuals or to a member of the Board of Directors.

8.2. The Board of Directors shall establish its own internal rules with regard to which members may make comments on an Association position.

8.2.1. To the extent that the Association has established a position with regard to the matter, the comments shall reflect the approved position of the Association.

8.2.2. To the extent that the Association may not have established a position with regard to the matter, the comments should be deferred until an approved position can be developed.

8.2.3. To the extent that it may not be possible to withhold comment until an approved position can be developed, the comments should be consistent with the approved position taken by the Association on related matters.

8.3. The Board of Directors may authorize another member of the Association to represent the Association in a particular circumstance. In such instance, the member shall present the approved position of the Association or shall otherwise present the position specified by the Board of Directors.

9. The Board of Directors may retain regulatory counsel. Such counsel shall be employed to provide advice and assistance to the Association in the preparation and presentation of matters before regulatory and other bodies.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 05/09/2014

ARTICLE II: THE ASSOCIATION

SECTION 2.10: FINANCIAL REPORTING

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish requirements for reporting of the Association's financial position.

AUTHORITY

The fiduciary responsibility of the Executive Director and Board of Directors include but are in no way limited to the financial matters of the Association. Proper reporting of the Association's financial status is a necessary element of satisfying such responsibilities.

POLICY

1. The Association's fiscal year shall extend from July 1 of one calendar year until June 30 of the following calendar year.
2. The Executive Director shall cause an audit of the Association's financial records to be made each fiscal year. Such audit shall be completed within six months after the end of the fiscal year. The Board of Directors, at its discretion, may order that an audit of the Association's financial records be made at any other time.
    - 2.1 A public accountancy firm licensed to conduct business in the State of Florida shall conduct the audit. Such firm shall assign at least one individual who is licensed in the State of Florida as a "Certified Public Accountant" to be responsible for the audit and for the content of the final report. This person or firm shall be known hereinafter as the "auditor".
        - 2.1.1 The contract with the public accountancy firm shall be considered to be a "services contract" which shall be established in accordance with the guidelines contained in Purchasing Policy of this Policy Manual. In accordance with such requirements, the Board of Directors shall approve the initial contract and each extension. If the Board of Directors fails to approve the contract or an extension, then the Executive Director shall seek a services contract with another firm.
        - 2.1.2 To allow flexibility in the use of different public accountancy firms, the contract shall be in the form of a "one-year contract" with provisions to permit up to four (4) "one-year extensions" of the contract.

2.2 The same public accountancy firm shall not conduct the audit over a period of more than 5 consecutive years. Similarly, the same individual shall not be responsible for conducting the audit over a period of more than 5 consecutive years regardless of his/her employment with one or more public accountancy firms.

2.3 The auditor shall be required to prepare a written report of his/her findings. Such report shall include any discrepancy found with regard to Association financial policy, any discrepancy found with regard to normally acceptable accounting practice, and any recommendations for improving Association financial practices.

2.4 The Executive Director shall forward copies of the auditor's report to the Board of Directors and to the Executive Council within 30 days after it has been received.

2.4.1 The Executive Director shall provide a written response to each discrepancy noted in the auditor's report. Such response shall include actions being taken to correct the discrepancy.

2.5 The Board of Directors shall vote to accept or reject the auditor's report and the Executive Director's response.

3. The Executive Director shall present an "end-of-year" financial report to the Executive Council at its meeting held in conjunction with the Association's Annual Conference.

3.1 The "end-of-year" report shall provide a detailed review of the Association's income and expense during the just-completed fiscal year based upon the line items appearing in the budget for that fiscal year.

3.2 The "end-of-year" report shall clearly identify the amount of income or expense that was budgeted for the fiscal year, the total amount of actual income or expense for the fiscal year, and any variance between the budgeted amount of income or expense versus the actual income or expense.

3.3 The "end-of-year" report shall include a brief "executive summary" in which the overall financial position of the Association is discussed and in which any significant variance is discussed.

3.4 The "end-of-year" report shall be presented to the Board of Directors and to the Finance and Budget Committee at least 7 days prior to being presented to the Executive Council.

3.5 The Executive Council shall vote to accept or reject the "end-of-year" report during its meeting held in conjunction with the Association's Annual Conference or at such later time as all questions that it may have with regard to the report have been appropriately answered.

4. The Executive Director shall present a "mid-year" financial report to the Board of Directors at its third quarter meeting of the fiscal year.

4.1 The "mid-year" report shall provide a detailed review of the Association's income and expense during the current fiscal year based upon the line items appearing in the budget for the fiscal year and based upon income and expenditures through December 31 of the current fiscal year.

4.2 The “mid-year” report shall clearly identify the amount of income or expense that was budgeted for the entire fiscal year, the amount of income or expense that would be expected for the “year-to-date” based upon the budget, the amount of actual income or expense for the “year-to-date”, and any variance between the “year-to-date” budgeted amount of income or expense versus the “year-to-date” actual income or expense.

4.3 The “mid-year” report shall include a brief “executive summary” in which the overall financial position of the Association is discussed and in which any significant variance is discussed.

4.4 The “mid-year” report shall be presented to the Finance and Budget Committee at least 7 days prior to being presented to the Board of Directors.

4.5 The Executive Committee of the Board of Directors may want to request modification of the annual budget based upon the information provided in the “mid-year” report.

4.5.1 Such request for modification shall be submitted to the Board of Directors for approval.

4.6 The Board of Directors shall vote to accept or reject the “mid-year” report during its third quarter Meeting or at such later time as all questions that it may have with regard to the report have been appropriately answered.

5. The Executive Director shall present “quarterly” financial reports to the Board of Directors and to the Finance and Budget Committee detailing the financial status of the Association as of the end of each quarter of the Association’s fiscal year (i.e. the periods ending September 30, December 31, March 31, and June 30).

5.1 The “quarterly” report shall provide a detailed review of the Association’s income and expense during the quarter just ended based upon the line items appearing in the budget for the fiscal year.

5.2 The “quarterly” report shall clearly identify the amount of income or expense that occurred during the quarter for which the report is intended, the amount of income or expense that was budgeted for the entire fiscal year, the amount of income or expense that would be expected for the “year-to-date” based upon the budget, the amount of actual income or expense for the “year-to-date”, and any variance between the “year to date” budgeted amount of income or expense versus the “year-to-date” actual income or expense. With regard to the “second quarter” and “fourth quarter” reports, they differ from the “mid-year” and “end-of-year” reports respectively in requiring that income or expenses that occurred during the quarter also be reported.

5.3 The “quarterly” report shall include a brief “executive summary” in which the overall financial position of the Association is discussed and in which any significant variance is discussed. The Executive Director also should identify any trend that is likely to result in a significant variance in the Association’s financial position relative to the annual budget at the end of the fiscal year.

5.3.1 An explanation shall accompany any expense line item that exceeds its budgeted amount for the fiscal year by more than $5,000.

5.4 The Finance and Budget Committee shall vote to accept or reject each “quarterly” report. Acceptance shall require a majority vote of the Finance and Budget Committee.

5.5 The Chair of the Finance and Budget Committee shall cause a report of the Committee’s acceptance/rejection of the “quarterly” report together with a copy of the entire “quarterly” report and any comments that the Finance and Budget Committee may deem appropriate to be forwarded to the Executive Council except that the “quarterly” reports that coincide with the “end-of-year” report may be included as part of that report to the Executive Council. Such report may be made via the Executive Council list server or such other means as the Chair of the Finance and Budget Committee deems appropriate.

6. The above required “end-of-year”, and “quarterly” reports shall show each cost center, including each subsidiary, separately and shall include a summary report for the entire Association.

6.1 The portion of the report that reports the financial status of the Public Safety Foundation of America shall separate income/expense items that are related to operation of the Foundation versus items that are the result of grants awarded by the Foundation. Only those income/expense items that are related to the operation of the Foundation shall be “rolled up” into the summary report for the entire Association. The intent of separating “operational income/expense” from “grant income/expense” is to remove the variability effects of the grant program.

6.2 Similarly, funds that may have been collected by the Public Safety Foundation of America but have not yet been allocated for grants to public safety entities shall be shown as a separate asset. The intent of separating these “assets” is to remove the variability effects of these assets.

6.3 The financial status report for the Public Safety Foundation of America shall permit evaluation of the cost for operating the Foundation as a percentage of the grants awarded by the Foundation.

7. The Executive Director shall prepare such reports as the Board of Directors may require such that it may appropriately monitor the Association’s financial status.

8. The Executive Director shall prepare such reports as may be required to satisfy:

8.1 Federal, state and local laws.

8.2 The reporting requirements of any grant the Association may receive.

8.3 The reporting requirements of any financial institution with whom the Association has a financial relationship.

ARTICLE II: THE ASSOCIATION

SECTION 2.11: STYLE GUIDE

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish requirements for the use of the Association's Style Guide.

AUTHORITY

The protection of Association assets is the responsibility of the Board of Directors, Executive Director, and related committees. Protection of the Association's official Trademark and Logo are components of those assets.

POLICY

1. The Association's Trademarks and Logos are protected intellectual property assets of the Association.
    - 1.1. The APCO Trademark and Logo shall be registered
    - 1.2. Unauthorized use or modification of these marks without the prior written approval of the Executive Director, on behalf of APCO International, constitutes infringement. Violators may be asked to make necessary corrections or to cease use of the marks immediately.
    - 1.3. Such violations by member entities may, among other penalties, result in charter cancellation or expulsion from membership.
    - 1.4. Failure to comply or to cease use of the mark upon request may result in the Association taking legal action at its sole discretion to protect its brand image.
2. The use of any and all Trademarks or Logos shall be in compliance with the Logo Standards and Style Guide.
3. The APCO Logo Standards and Style Guide defines how the Trademarks and Logos shall be displayed based on the intended use.
4. Except as provided below, requests for use of the APCO Logo must be made in writing no later than fourteen (14) days in advance of the intended use. Final approval or rejection will be based on compliance with the Logo Standards and Style Guide and whether, at the sole discretion of APCO International, the intended use is acceptable and accurately depicts the entity's relationship with the Association.

4.1. If approved, use of the name or logo is for the limited purpose specified under the intended use and is non-transferable.

4.2. Any other use is prohibited, except as may be specifically provided for in this Policy Manual or in contracts approved by the Board of Directors.

4.3. Permission to deviate from this policy requires the express previous consent of the Board of Directors or, as delegated by the Board of Directors, the approval of the Executive Director.

5. The following uses of the Logo do not require advanced permission in writing:

5.1. By Chapters for stationery and banners.

5.2. By Standing Committees for stationery.

Approved by the Executive Council: 08/14/2009

ARTICLE II: THE ASSOCIATION

SECTION 2.12: BUDGET CHANGE AUTHORITY

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To define the limits within which the Board of Directors are authorized to make adjustments to the budget.

AUTHORITY

The Board of Directors shall have the authority to make changes in the annual budget in accordance with pre-defined limits in accordance with this Section.

POLICY

1. Following are the general guidelines regarding changes that may be made in the Annual Budget without specific review and approval by the Board of Directors:
    - 1.1 Monies may be moved from one line item to another line item, as necessary, but only to the extent that such movement does not have the effect of:
        - 1.1.1 Eliminating a major program or function; or
        - 1.1.2 Moving monies from one subsidiary to another or moving monies from a subsidiary to the parent (APCO-International) if such move will affect the status of the subsidiary under the United States Tax Code or under other Federal, state or local laws to which the Association is bound to comply.
    - 1.2 The expenditure side of the budget for APCO-International and for any subsidiary shall not be increased except as provided for below:
        - 1.2.1 An increase in expenditure is permitted if it is directly related to an offsetting increase in income. For example, the budget for adjunct instructors may be increased to permit an increase in the number of classes offered provided such increase in classes will result in an increase in income to the APCO Institute that matches or exceeds the increased cost for instructors.
        - 1.2.2 Grants awarded through the Public Safety Foundation of America are exempt from this limitation.
    - 1.3 In the event that income for a given fiscal year is projected to be less than the amount appearing in the Annual Budget, then the Executive Committee of the Board of Directors shall:

1.3.1 In conjunction with the Executive Director, develop a plan to reduce expenses such that expected cumulative expenditures at the end of the fiscal year will not exceed expected income; and shall

1.3.2 Submit the plan for review and approval by the Finance and Budget Committee.

1.4 All financial reports prepared after the change has been properly authorized shall show the *changed amount* plus the following:

1.4.1 A separate report that identifies both the amount that was originally approved by the Board of Directors and the amount after the change.

1.4.2 The name of the person(s) authorizing the change.

2. The Board of Directors hereby establishes the following limits within which the Executive Committee of the Board Directors ("Board") may make changes in the annual budget.

2.1 There are no limits on the change provided that the change shall:

2.1.1 Comply with the general guidelines established above; and

2.1.2 Not reduce the salary and/or benefits paid to the Executive Director below the amount agreed to in the personal services contract with that individual.

3. The Board of Directors hereby establishes the following limits within which the Executive Director may make changes in the annual budget.

3.1 There are no limits on the change provided that the change shall:

3.1.1 Comply with the general guidelines established above; and

3.1.2 The change shall be reported to the Executive Committee of the Board at its next meeting.

3.2 The Executive Director may delegate his/her authority to make changes within the following additional limitations:

3.2.1 Director-level employees may be authorized to make changes that affect a line item by not more than 10% of the amount appearing in the Annual Budget for that line item, as it was approved by the Board of Directors, provided that such change shall not move monies from one cost center to another.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 07/30/2010; 02/23/2012

ARTICLE II: THE ASSOCIATION

SECTION 2.13: LONG RANGE STRATEGIC PLANNING

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish requirements for developing and maintaining the Association's Long Range Strategic Plan.

AUTHORITY

Pursuant to Article VIII of the Association Bylaws, the Executive Committee of the Board of Directors is required to establish and maintain a Long Range Strategic Plan and set goals and objectives in accordance with such a plan.

POLICY

1. The Long Range Strategic Plan (LRSP) should identify the major goals and objectives for the Association over the next 3-5 year period of time.
2. All action taken by the Executive Committee of the Board of Directors ("Board"), any Association Committee created by the Board of Directors, or the Executive Director and his/her staff shall conform to the goals and objectives of the Association as defined in the Long Range Strategic Plan (LRSP) except as noted below:
    2.1 Certain on-going activities of the Association (e.g. publication of the official APCO magazine, frequency coordination activities, presentation of training, and the Annual Conference) may continue from one year to the next subject to a requirement that the activity does not undergo a significant change from the prior year.
3. By its very nature, a LRSP is a "living document." Therefore, the Executive Committee of the Board shall cause the following to occur:
    3.1 A major review and updating of the current LRSP every five years.
    3.2 A cursory review for minor modifications and updating on an annual basis.
4. The Strategic Planning Committee will manage the review process.
    4.1 The Strategic Planning Committee should meet at least once a year with the stakeholder group.
        4.1.1 The stakeholder group will consist of the following representatives:

4.1.1.1 The members of the Strategic Planning Committee (SPC) as well as those members of the Executive Committee and Board of Directors that aren't on the SPC, the Deputy Executive Director of APCO along with the Controller.

4.2 The LRSP should be reviewed annually by evaluating the status of the goals and objectives every year.

4.2.1 The LRSP should identify the percentage of the goals that have been completed and any modifications that are needed.

4.3 The LRSP shall be submitted to the Executive Council for review at the Annual Conference meeting.

4.4 The Board of Directors will ratify the LRSP so that it is available for the preparation of the budget for the next fiscal year.

Approved by the Executive Council: 08/14/2009

ARTICLE II: ASSOCIATION

SECTION 2.14: CONFLICT OF INTEREST POLICY

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To protect the interest of the Association when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any officer, director or other(s) involved in governance of the Association and/or a subsidiary or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

AUTHORITY

The Association is required to establish and adhere to a Conflict of Interest Policy pursuant to IRS regulations applicable to federally tax-exempt entities.

POLICY

1. DEFINITIONS

1.1 **Interested Person**. Any director, principal officer, or member of a council, committee or any body with governing board delegated powers ("applicable body"), who has a direct or indirect financial interest in a matter under consideration, as defined below, is an interested person.

1.2 **Significant Personal Interest.** A person has a significant personal interest if the person has, directly or indirectly, through business, investment, or family:

1.2.1 An ownership or investment interest in any entity with which the Association and/or a subsidiary has a contract, transaction or arrangement or competes for services;

1.2.2 A compensation arrangement with the Association and/or a subsidiary or with any entity or individual with which the Association has a contract, transaction or arrangement or competes for services;

1.2.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association and/or a subsidiary is negotiating a contract, transaction or arrangement;

1.2.4 A fiduciary position (e.g., director, principal officer, or member of a council, committee or any body with governing board delegated powers), whether compensated or uncompensated, with another organization which competes with the Association and/or a subsidiary in terms of services or with which the Association has (or is proposing to enter into) a contract, transaction or arrangement; or

1.2.5 A party to any action, suit or proceeding that is pending or settled within the past five years that is adverse to the interests of the Association and/or a subsidiary or entity with which the Association has a contract, transaction or arrangement.

1.3 **Compensation** includes direct and indirect remuneration as well as gifts or favors that are substantial. A financial interest is not necessarily a conflict of interest. Under 2 below, a person who has a financial interest may have a conflict of interest only if the applicable body decides that a conflict of interest exists.

1.4 **Family.** A "Family" member means:

1.4.1 The interested person's spouse, a legally-recognized domestic partner, or a "significant other" person of the same household;

1.4.2 A brother, sister, parent, grandparent, child, grandchild, great grandchild, niece or nephew (by whole or half blood) of, or the object of a guardianship by, the interested person or the person listed in 1.4.1.

1.4.3 The spouse, a legally-recognized domestic partner, or a "significant other" person of the same household, of an individual listed in 1.4.2.

2. ADDRESSING THE CONFLICT OF INTEREST

2.1 **Duty to Disclose**. In connection with any actual or possible conflict of interest, an interested person must immediately disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the applicable body considering the proposed transaction or arrangement.

2.1.1 An interested person may make a presentation at the applicable meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

2.1.2 The presider (or in cases involving the presider, the next highest ranking disinterested person) of the applicable body shall, if appropriate, appoint a disinterested person or group of people to investigate alternatives to the proposed transaction or arrangement.

2.1.3 After exercising due diligence, the applicable body shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

2.1.4 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the applicable body shall determine by a majority vote of the disinterested persons whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

3. VIOLATIONS

3.1 If the applicable body has reasonable cause to believe its member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

3.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances, the applicable body determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

3.3 Action or inaction by the applicable body may be appealed to the Board of Directors by any party with knowledge of the alleged violation. Decisions rendered by a majority of disinterested members of the Board of Directors shall be considered final.

4. RECORDS OF PROCEEDINGS

4.1 The meeting minutes of the applicable body shall contain:

4.1.1 The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing body's decision as to whether a conflict of interest in fact existed.

4.1.2 The names of the persons who were present for discussions and/or votes relating to the transaction or arrangement, the content of the discussion (including any alternatives to the proposed transaction or arrangement) and a record of any votes taken in connection with the proceedings.

5. COMPENSATION

5.1 A member of the applicable body who receives compensation, directly or indirectly, from the Association for services qualifies as an interested person whose participation in matters pertaining to that member's compensation is subject to the restrictions imposed in 2.1.1

6. ANNUAL STATEMENTS

6.1 Each member of an applicable body shall annually sign a statement that affirms such person:

6.1.1 Has received a copy of the conflict of interest policy;

6.1.2 Has read and understands the policy;

6.1.3 Has agreed to comply with the policy; and

6.1.4 Understands the Association is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

7. PERIODIC REVIEWS

7.1 To ensure the Association operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

7.1.1 Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

7.1.2 Whether partnerships, joint ventures, and arrangements with management persons or organizations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

8. USE OF OUTSIDE EXPERTS

8.1 When conducting the periodic reviews as provided in 7 above, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the applicable body of its responsibility for ensuring periodic reviews are conducted.

9. INTERNATIONAL AFFAIRS

9.1 On matters which involve Association representation before an agency or department of a national government, members may vote only with respect to those matters of the country of which they are citizens. Association members, as such, regardless of nationality, are specifically prohibited from taking part in any international matter at issue between the governments of nations with respect to any petition, comment or other pleading within or related to the purpose of the Association except as they may appropriately do in such matter should it be raised within the province of their own country.

Approved by the Executive Council: 08/14/2009
Amended by the Quorum: 08/18/2015

ARTICLE II: THE ASSOCIATION

SECTION 2.15: PUBLICATIONS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the role of the Association's official publication and to set forth the criteria for its content, preparation, publication and distribution.

AUTHORITY

The charter members of this Association voted unanimously in 1935 for the Association to prepare and distribute its own official publication.

POLICY

1. APCO BULLETIN

    1.1. The official APCO magazine shall be *Public Safety Communications*, APCO BULLETIN, Journal of Public Safety Communications.

    It shall be published at such intervals as directed by the Executive Committee of the Board of Directors ("Board").

2. Other Publications

    2.1. There shall be publications printed and distributed at such intervals as shall be deemed desirable for the purpose of the Association. The contents of these publications shall be of interest to all categories of membership.

    2.2. The Association shall publish other materials at such times as may be directed by the Executive Committee of the Board. Such materials shall not be of such nature or distributed at such times as to conflict with the purposes of the official APCO magazine.

3. Publications Management

    3.1. Publications shall be governed by the Executive Committee of the Board.

    3.2. There shall be a Publications Manager, who shall be a full time employee of the Association.

ARTICLE II: THE ASSOCIATION

SECTION 2.16: INVESTMENTS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish a structure for investing the Association's reserves.

AUTHORITY

The fiduciary responsibility of the Executive Director and Board of Directors include directing, delegating and monitoring the investment management of Association reserves.

POLICY

1. The Board of Directors ("Board") shall establish an Investment Committee and entrust to it the development of investment policies, expectations, objectives and guidelines and the delegation of certain responsibilities to professionals retained for their investment expertise.
    1.1. The Investment Committee shall consist of the President (or designee), Executive Director & CEO, Chief of Staff & Secretary, Chief Financial Officer and a Regional Representative of the Board of Directors selected by the President from among those serving on the Finance & Budget Committee of the Association.
    1.2. This Committee exists to fulfill a specific corporate oversight function on an ongoing basis that is exempt from the service rules and other provisions under the Committees and Task Forces section of this Policy Manual.
2. The Investment Committee shall, subject to concurrence by the Board of Directors, retain appropriate professionals to carry out the work of the Investment Committee, which may encompass functions associated with an investment advisor, investment manager, custodian or other specialists necessary to prudently manage the Association's reserves.
    2.1. In discharging this authority, the Investment Committee shall act in the place and stead of the Board of Directors and may receive reports from, pay compensation to, and enter into agreements with said professionals.
    2.2. The Investment Committee shall monitor said professionals on a regular basis and major changes within a retained firm (e.g., change in ownership or in senior investment personnel) shall warrant review and possibly a recommendation to the Board of Directors to replace such professionals.

3. The Investment Committee shall, subject to concurrence by the Board of Directors, develop and at times amend an Investment Policy Statement (IPS) to guide investing a portion of excess cash (e.g., reserves) to earn returns that support the activities of the Association.

    3.1. The IPS sets forth the investment amount**,** objectives, time horizon, risk tolerance, asset allocation parameters, allowable investment vehicles and any transaction restrictions.

4. The Investment Committee shall have at its sole discretion the authority to guide the professionals it retains to make investment decisions in accordance with the IPS.

    4.1. The Investment Committee shall, in consultation with the investment adviser or manager or other such professionals, determine appropriate standards of evaluating the separate asset classes allowed under the IPS and the target rate of return, net of fees, on the investment portfolio.

    4.2. Investment performance reports shall be reviewed quarterly and the Committee shall convene at least annually to evaluate and measure progress toward the investment objectives and to consider adjustments, for example, of specific investment vehicles by the Committee or to recommend to the Board of Directors broader changes to the IPS.

5. Notwithstanding the IPS, invested reserves shall be subject to the following limitations:

    5.1. Available reserves shall be from unrestricted funds, thereby not subject to donor restrictions during the investment time horizon.

    5.2. No investments will be made in a manner that will directly or indirectly benefit any “Interested Person” or a “Family” member of any such person(s) as described under the Conflict of Interest section of this Policy Manual.

Approved by Executive Council: 08/14/2009
Amended by Board of Directors: 02/14/2011; 08/11/2016

ARTICLE III: CHAPTERS

SECTION 3.1: CHAPTER ORGANIZATIONAL STRUCTURE REQUIREMENTS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To identify the organizational requirements applicable to all chapters of the Association.

AUTHORITY

The Association may establish Chapters within the United States and its territories and in other countries as authorized by the Executive Council in accordance with Article VI of the Association Bylaws. Chapters shall function as independent sub-divisions of the Association that are required to comply with the Bylaws and this Policy Manual of the Association but in all respects are separate and distinct organizations operating independently of the Association and financially responsible for their own operations.

POLICY

1. Chapters shall, through their own Constitution and/or Bylaws, create an organizational structure that satisfies the following requirements in addition to satisfying the needs and desires of the members of the Chapter.

2. The following individual positions are required although the Chapter Constitution and/or Bylaws may provide for a single individual to fill more than one of these positions:

   2.1 Chapter President

      2.1.1 The Chapter's Constitution and/or Bylaws shall provide for the election of a Chapter President from amongst the Chapter's members.

      2.1.2 The procedures for electing the Chapter President shall allow for participation in the electoral process by all members of the Association in the Full Member Category who also are members of the Chapter and by such other members of the Chapter as the Chapter Quorum has deemed appropriate.

2.1.3 The Chapter President shall be a member of the Association in good standing in the Full Member category.

2.1.4 The term of office for the Chapter President may be any term that the Chapter Quorum deems to be appropriate.

2.2 Executive Council Member who shall represent the Chapter at meetings of the Association's Executive Council.

2.2.1 The Chapter's Constitution and/or Bylaws shall provide for selection of an Executive Council Member from amongst the Chapter's members by election, by appointment, or as a normal progression from some other office.

2.2.2 The Executive Council Member shall be a member of the Association in good standing in the Full Member category.

2.2.3 The term of office for the Executive Council Member may be any term that the Chapter Quorum deems to be appropriate.

2.2.4 This position is waived as a requirement of the International Chapter.

2.3 Chapter Secretary

2.3.1 The Chapter's Constitution and/or Bylaws shall provide for selection of a Chapter Secretary from amongst the Chapter's members either by election or by appointment.

2.3.2 The term of office for the Chapter Secretary may be any term that the Chapter Quorum deems to be appropriate.

3. The Chapter Constitution and/or Bylaws shall provide for a small executive body that is authorized to conduct the business of the Chapter between meetings of the Chapter Quorum. Such executive body may be known as the "Board of Officers", the "Board of Directors", the "Executive Board", the "Executive Committee", the "Chapter Executive Council", or such other name as the Chapter deems appropriate.

3.1 The small executive body shall consist of not less than three members and shall include the Chapter President and the Executive Council Member.

3.2 The selection process for the small executive body shall provide for the selection of the individual members from amongst the Chapter's members by election, appointment, or as a normal progression from some other office.

3.3 For those members of the small executive body for whom the Chapter Constitution and/or Bylaws requires an elective process, the process shall allow for participation in the electoral process by all members of the Association in the Full Member Category who also are members of the Chapter and by such other members of the Chapter as the Chapter Quorum has deemed appropriate.

3.4 It is recommended that the Chapter include the Chapter Commercial Advisory Member as a member of the small executive body. The voting status of the Chapter Commercial Advisory Member within the small executive body shall be established in the Chapter's Constitution and/or Bylaws and may be any status, including a status of "non-voting", as the Chapter Quorum may deem appropriate.

3.5 The term of office for members of the small executive body may be any term that the Chapter Quorum deems to be appropriate.

4. Each Chapter is encouraged to select a Chapter Commercial Advisory Member (CCAM).

4.1 The CCAM provides a liaison between the Chapter's Board of Officers and the commercial members of the Chapter. In addition, the CCAM provides a liaison with the Association's Commercial Advisory Council. The CCAM provides a means of establishing open communications lines between the Chapter's Commercial Members, the Association's Commercial Advisory Council, the Chapter's Officers, and the Chapter's non-commercial members.

4.2 If the Chapter chooses to select a CCAM, then the Chapter's Constitution and/or Bylaws shall provide for selection of a Chapter Commercial Advisory Member from amongst the Chapter's members either by election or by appointment.

4.3 The Chapter Commercial Advisory Member shall be a member of the Association in good standing in the Commercial Member category. An individual may serve as the CCAM in more than one Chapter provided that he/she is a member of each Chapter in which he/she serves.

4.4 The term of office for the Chapter Commercial Advisory Member may be any term that the Chapter Quorum deems to be appropriate.

5. Chapters are encouraged to have such committees as may be required to effectively conduct the Chapter's business and to represent the membership. These might include any of the following:

5.1 9-1-1 Committee
5.2 Awards Committee
5.3 Chapter Conference Committee
5.4 Commercial Advisory Committee
5.5 Bylaws Committee
5.6 Historical Committee
5.7 Legislative Committee
5.8 Operations Committee
5.9 Nominations Committee
5.10 Spectrum Management Committee
5.11 Training Committee

6. Chapter Governance Documents – General Requirements:

6.1 Chapters may choose to not have or not to use certain documents. As a minimum, at least one of the first three listed items must be adopted by the Chapter and become the Chapter's highest ranking governance document. Care must be taken to avoid having any conflicting requirements between documents and appropriate statements shall be included acknowledging which document shall take precedence in the event of any conflicting language. The hierarchy of a Chapter's governance documents is listed below in descending order of precedence.

6.1.1 A combined single document Constitution and Bylaws.
6.1.2 A Constitution.
6.1.3 Bylaws.
6.1.4 A Chapter Policy Manual.
6.1.5 A Chapter Procedures Manual.
6.1.6 Other Manuals and Procedures for specific purposes or occasions.

6.2 It is strongly recommended that Chapters follow universal formatting utilized for each of the APCO International governance documents for ease of review, revision, and identification of the latest officially approved version, under whose authority and when the document was approved.

6.3 Suggested Formatting of Chapter Governance Documents

6.3.1 Each page within a Chapter Governance Document should include:

6.3.1.1 Format features in a uniform and consistent fashion within that document.

6.3.1.2 The front cover page of the governance document may utilize larger font sizes and a different style layout in order to emphasize the various topics; however, that cover page should include each of the following features with easily read font styles and sizes.

6.3.1.2.1 The full title of the document.
6.3.1.2.2 The authority for the issuance or revision of the document
6.3.1.2.3 The issuance or revision date of the document
6.3.1.2.4 The Arabic page number in the format of "Page x of y."

6.3.1.3 If the Chapter's Policy Manual document is sectionalized similarly to the Association's Policy Manual, which allows the added advantage of being able to disseminate individual sections of the manual, then the "Page x of y" nomenclature should be in reference to only that particular section of the overall document and not be representative of all sections and all pages in the Policy Manual.

6.3.1.4 With regard to the Table of Contents for a sectionalized document, the page numbers used for the Table of Contents section may utilize lower-case roman numerals in lieu of Arabic numbers, and should reflect the revision dates for each section within the Policy Manual.

6.3.1.5 Chapter Constitution and/or Bylaws should not be sectionalized documents; however, it may be advantageous to sectionalize a Policy Manual, Procedures Manual, or similar manual. If a governance document is sectionalized, each page should include a reference showing the correct title and section number, in addition to all other formatting recommendations.

6.3.1.6 It is recommended that “header and footer” features be used to achieve a uniform method of showing the recommended text items.

Approved by Executive Council: 08/14/09
Amended by the Board of Directors: 08/11/2016

ARTICLE III: CHAPTERS

SECTION 3.2: THE INTERNATIONAL CHAPTER OF APCO

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To define the structure and operation of the International Chapter of APCO.

AUTHORITY

The International Chapter of APCO is established in accordance with Article IV of the Association Bylaws.

POLICY

1. The Executive Committee of the Board of Directors ("Board") shall serve as the officers of the International Chapter.
    - 1.1 The President of the Association shall serve as the President of the International Chapter.
    - 1.2 The First Vice President of the Association shall serve as the Secretary of the International Chapter.
    - 1.3 The Second Vice President of the Association shall serve as an officer of the International Chapter.
    - 1.4 The Immediate Past President of the Association shall serve as an officer of the International Chapter.
    - 1.5 At their option, the officers may select a member of the International Chapter of APCO in accordance with the procedures contained herein to serve as the Executive Council Member.
        - 1.5.1 The individual selected shall be a member of the Association in the Full Member category and also shall be a member of the International Chapter of APCO.
        - 1.5.2 The term of office for the Executive Council Member shall be two years commencing January 1st of even-numbered years and ending December 31st of the next odd-numbered year.
2. Executive Council Member Selection Process

2.1 In September of odd-numbered years, the International Chapter Secretary shall send a notice to all current members of the International Chapter of APCO.

2.1.1 Such notice shall indicate that the office of Executive Council Member for the International Chapter of APCO will become vacant as of the coming December 31st.

2.1.2 Such notice shall seek members of the International Chapter of APCO to self-nominate for the position of Executive Council Member.

2.1.3 Such notice shall notify the members of the requirement that they either currently be or that they become members of the Association in the Full Member Category prior to submitting their self-nomination.

2.1.4 Such notice shall notify the members of an expectation that they will attend all meetings of the Executive Council.

2.1.5 Such notice shall notify the members that reimbursement for travel, lodging, and per diem expenses necessary to attend meetings of the Executive Council is available from the Association, but only to the extent that such expenses do not exceed revenue generated by the membership dues of International Chapter members and/or monies otherwise approved by the Executive Committee of the Board.

2.2 Members of the International Chapter of APCO shall submit their self-nomination to APCO Headquarters not later than November 1st of odd-numbered years.

2.2.1 The nomination shall include a statement identifying the members' qualifications to hold the office of Executive Council Member.

2.2.2 The nomination may include other statements the candidate believes may help the Executive Committee of the Board in making a selection.

2.2.3 The nomination shall include a statement from the candidate indicating that he/she understands the requirement to attend meetings of the *Executive Council* and the potential limitation on reimbursement.

2.3 The Executive Director of the Association shall establish a procedure that provides confidentiality for the nominations being received from members of the International Chapter of APCO.

2.4 In the event that no nominations are received, then the International Chapter Secretary shall send a second notice to all members of the International Chapter of APCO.

2.4.1 The dates for completing the various steps of this procedure may be extended for up to six weeks to allow reasonable time for completion of step in the process.

2.4.2 In the event that no nominations result from this second notice, then the office of Executive Council Member for the International Chapter of APCO shall remain vacant until the following year at which time the International Chapter President and International Chapter Secretary shall again attempt to fill the office. If they are successful, then the term of office shall be from the date the individual is appointed until December 31st of next odd-numbered year.

2.5 The Executive Director shall forward copies of each nomination and all supporting documentation to each member of the Board of Officers not later than November 15th of odd-numbered years.

2.6 The Executive Committee of the Board of the Association shall meet, as they deem appropriate, to discuss the nominations and to select a candidate to become the new Executive Council Member for the International Chapter of APCO.

2.6.1 Selection of the new Executive Council Member shall be made not later than December 15th of odd-numbered years.

2.7 The International Chapter President shall notify the successful candidate of his/her selection.

2.7.1 The International Chapter President also should notify unsuccessful candidates that a selection has been made and thanking them for their interest.

2.8 The International Chapter Secretary shall cause a notice to be placed in the next available issue of the official APCO magazine identifying the new Executive Council Member.

3. In the event that the Executive Council Member resigns, is incapacitated, or is otherwise removed from office prior to the completion of his/her term of office, then:

3.1 The International Chapter President shall declare the office of Executive Council Member for the International Chapter of APCO as being *VACANT*.

3.2 The procedure detailed in Paragraph 2, et seq., above shall be followed, except that the Executive Committee of the Board of the Association shall make appropriate changes to the date for completing each phase of the process.

3.3 The term of office for the individual appointed in this circumstance shall be from the date appointed until December 31st of the next odd-numbered year.

Approved by the Executive Council: 08/14/2009
Amended by the Executive Council: 07/30/2010; 08/18/2015; 08/12/2016; 08/11/2017

ARTICLE III: CHAPTERS

SECTION 3.3: CHAPTERS & REGIONS

[Changes are subject to approval by a simple majority of the Executive Council.]

PURPOSE

To provide the process for applying for a new charter as a Chapter of the Association and for designating regions.

AUTHORITY

The process for chartering a new Chapter of the Association and designating regions shall be in accordance with this Section.

POLICY

1. Applications for chartering a new Chapter of the Association.
    1.1. Applications for chartering a new Chapter of the Association shall be approved by not less than ten (10) persons who are members of the Association; who reside and/or work within the geographic boundaries of the proposed charter area; and who either are members in the Full Member category or would become eligible to be in the Full Member category upon approval of the application.
    1.2. If an application proposes a new Chapter whose charter area would encompass the geographic area of more than one country, then for each of the countries, in addition to the requirements contained in Section 3.3 of this Article, the application shall also be approved by not less than six (6) persons who are members of the Association and work and/or reside within the boundaries of each of the countries proposed to be within the boundaries of the new Chapter.
    1.3. If such application proposes sub-dividing an existing Chapter, then the process shall require that the voting-eligible members of the chapter vote on the proposal. A majority of the voting-eligible members who reside and/or work in each portion of the sub-divided area shall vote to approve the division of the Chapter.
2. The geographic boundary of each Chapter shall be defined in its charter.
    2.1. The geographic boundary of each Chapter within the United States of America and its Territories shall coincide with the boundary of one or more states or territories except that this requirement shall not apply to Chapters that were not so bound as of August 11, 1988.

2.2. The geographic boundary of each Chapter outside the United States of America and its Territories shall coincide with the boundary of one or more countries.

3. Each Chapter shall have a Constitution and/or Bylaws that are regularly maintained.

3.1. Such Constitution and/or Bylaws shall not conflict with the Association Bylaws or this Policy Manual.

3.2. Each Chapter shall provide a copy of its Constitution and/or Bylaws to the Association within 30 days after approval or amendment by the appropriate Quorum.

4. Chapters may have names of their own choice provided that such name shall include the acronym “APCO”.

4.1. Chapters not so named prior to August 11, 1998, shall be exempt from this requirement until such time as they make any change to their name.

5. Each Chapter shall conduct not less than two (2) formal meetings each year.

5.1. Meetings shall be held within the geographic boundaries of the Chapter at a location determined by the Chapter Executive Board. Exceptions to the extent permitted by applicable state law are that meetings utilizing electronic media shall be acceptable and one meeting may be held in conjunction with the Annual Conference of the Association.

5.2. Each such meeting shall occur at a time determined by the Chapter Executive Board provided that such time shall be between the opening of one Annual Conference of the Association and the closing of the next Annual Conference.

5.3. Each such meeting shall include a meeting of the Chapter Executive Board and may include such other activities, as the Chapter may deem appropriate.

5.4. Each Chapter shall establish a procedure to notify its membership of such meetings.

6. Each Chapter shall prepare minutes of its meetings.

6.1. The minutes shall include a record of all actions of significance.

6.2. The Chapter shall make the minutes of its meetings available to its membership in such form as the Chapter Executive Board deems appropriate.

6.3. The Chapter shall forward a copy of the minutes of its meetings to the Association Headquarters within 30 days after approval.

7. All members of the Association who reside and/or work within the geographic boundaries of a Chapter shall be members of that Chapter. Furthermore, individuals who become a “Multiple Member” in accordance with Article IV of this policy manual shall also be considered to be a member of each Chapter within which he/she has established a “Multiple” membership.

7.1. The membership category of each such member shall be the same as the membership category held within the Association except that a Chapter may grant “Chapter Life Member” status to a member in accordance with Article IV of this Policy Manual.

7.2. No person who is not a member of the Association shall be granted membership in a Chapter except that a Chapter may grant “Chapter Honorary Member” status to an individual in accordance with Article IV of this Policy Manual.

7.3. Each Chapter may establish its own rules with regard to voting eligibility for purposes of conducting chapter business except that such rules shall not be more stringent than the rules established for voting-eligibility within the Association.

7.4. In the event a new Chapter is formed during the course of a membership year, then any dues amount that had been paid to a former chapter shall remain with that chapter. All dues amounts payable to the chapter after the start of the next membership year shall be paid to the newly formed Chapter.

8. Chapters have been divided into the following Regions, which the Executive Council may revise from time to time, especially with the introduction of new chapters or the modification of existing chapters:

8.1. Western States: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Guam and Samoa.

8.2. North Central: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

8.3. East Coast: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Washington, D.C.

8.4. Gulf Coast: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, Caribbean, Saudi Arabia, International Chapter.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 07/30/2010

ARTICLE III: CHAPTERS

SECTION 3.4: CANCELLATION OF CHARTERS

[Changes are subject to approval by a simple majority of the Executive Council.]

PURPOSE

To provide the terms and conditions under which the Association may cancel and/or modify the charter of a Chapter.

AUTHORITY

The Executive Council may cancel and/or modify the charter of a Chapter in accordance with this Section.

POLICY

1. The Executive Council may cancel and/or modify the charter of a Chapter in accordance with its authority granted under Article VI of the Association Bylaws upon making a finding that one or more of the following conditions exist.
    - 1.1 The membership of the Chapter has declined to less than ten (10) individual members in any membership category or less than five (5) members in the Full Member category.
    - 1.2 The Chapter fails to comply with the requirements of the Association Bylaws and/or this Policy Manual.
    - 1.3 The Chapter acts in a manner that degrades the prestige and/or inhibits the effectiveness of the Association.
2. In the event the Executive Council cancels the charter of a Chapter whose geographic boundaries are within the United States of America and/or its Territories, then the Executive Council shall also modify the charter of another chapter to include the territory of the *cancelled* chapter. The purpose of this requirement is to ensure that all members of the *cancelled* chapter continue to be members of an Association chapter other than the Chapter known as the International Chapter of APCO.
    - 2.1 The Chapter whose charter is modified to include the geographic territory of the cancelled chapter shall have been geographically adjacent to the cancelled chapter. The purpose of this is to maintain a single, contiguous geographic area for the modified chapter.

3. In the event the Executive Council cancels the charter of a Chapter whose geographic boundaries are outside the United States of America and its Territories, then the members of the *cancelled* chapter shall become members of the International Chapter of APCO.

4. The Board of Directors may place a Chapter into a “Probationary” status if it believes that any of the conditions identified in Section 1.1 of this Article exist.

   4.1 The Board of Directors shall promptly notify the last known Chapter President and the last known Executive Council Member of the circumstances leading to their belief that the Chapter is not in compliance with this Article.

   4.2 The Board of Directors shall cause a notice to be sent to all members of the Chapter that the chapter has been placed in a “Probationary” status.

   4.3 The Board of Directors shall permit the Chapter officers not less than 30 days to file a response to the notification of being placed into a “Probationary” status.

   4.4 If the Board of Directors determines that the condition that caused them to place a Chapter into a “Probationary” status has been resolved, then the Board of Directors shall return the Chapter to a “Normal” status.

   4.5 If, after the 30-day response period required above has elapsed, the Board of Directors determines that the Chapter is unwilling or unable to resolve the condition that caused the Board of Directors to place the Chapter into a “Probationary” status, then the Board of Directors shall notify the Executive Council of the condition and request that the Executive Council take action, as it may deem appropriate, in accordance with the provisions of this Section.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 01/30/2014

ARTICLE IV: MEMBERSHIP

SECTION 4.1: MEMBERSHIP APPLICATION PROCEDURES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

Establish the procedure for submitting applications for Membership in the Association.

AUTHORITY

The general eligibility requirements for membership and the benefits accorded to various membership categories are in accordance with the General Eligibility and Membership Categories sections of this Policy Manual, as established by the Membership Quorum.

POLICY

1. The membership application procedures contained herein apply to individuals seeking membership in the Association.
    - 1.1 Applications from individuals who work or reside within the geographic boundaries of a Chapter of the Association, other than the International Chapter, shall be processed in accordance with this policy.
    - 1.2 Applications from individuals who work or reside within the geographic boundaries of the International Chapter (i.e., individuals who work or reside outside the geographic boundaries of any other chartered Chapter) shall be processed in accordance with this policy subject to a further requirement that such processing also shall conform with the requirements of Section 4.10 of this Policy Manual.
2. An initial application for APCO membership shall be processed in the following manner:
    - 2.1 APCO Headquarters shall develop and maintain one or more “application forms” for use by individuals desiring to join the Association.
        - 2.1.1 The official APCO magazine shall include information promoting membership in the Association.
        - 2.1.2 Copies of the “application form” shall be available for mail-out or for hand-out at meetings, conferences, and other venues likely to be attended by individuals who would qualify for membership in the Association.

2.1.3 Copies of the “application form” also shall be available for completion and submission on the Association website with payment of dues via a secure process.

2.2 Individuals desiring to join the Association shall submit a completed “Application for Membership” form to the Association Headquarters.

2.2.1 The applicant is encouraged to submit the proper full year’s dues payment with the application in order to expedite the application process. If the applicant is uncertain as to the correct dues amount or if there are mitigating circumstances where it is not possible to submit the payment with the application, the Association Headquarters will initiate an invoice upon receipt and review of the application.

2.2.2 All applications without proper payment shall be placed in a pending status, without issuance of any member benefits to the applicant. They will be completed when the correct dues amount has been received.

2.3 After the completed application form and appropriate dues amount has been received and credited, the Association Headquarters shall determine whether the applicant meets the criteria for membership and the appropriate category of membership in accordance with General Eligibility and Membership Categories sections 4.12 of this Policy Manual.

2.3.1 Questions regarding eligibility or the appropriate membership category of a particular applicant shall be referred to the President of the applicant’s Chapter.

2.3.2 The Association Headquarters shall submit the names and affiliations of all new members to the President and Secretary of the Chapter, allowing them fourteen-days (14 days) to review and comment on the new member’s eligibility. (See paragraphs 2.7 and 2.8 for further information about a possible challenge to a specific new membership.)

2.4 If it is determined that the applicant is not eligible for any category of membership, the Association Headquarters shall return the full amount of the submitted dues payment along with a letter explaining the reason for rejection of the application.

2.5 If it is determined that the applicant is eligible for membership in a different membership category than is reflected on the application form, the Association Headquarters shall contact the applicant to explain the justification for this determination and attempt to resolve any differences between the actual dues payment that was received and the dues amount required for the correct membership category.

2.6 Upon determination that the applicant is eligible for the membership category being applied for, and the proper dues payment has been received, the Association Headquarters shall add the applicant’s name and contact information to the membership database and issue the applicant an appropriate membership card.

2.7 If, after an applicant has been accepted for membership and the membership card has been issued, it is determined that an error was made and the applicant in fact does not meet the criteria for an membership, the Association Headquarters shall notify the applicant in writing that the membership has been cancelled and the membership card has been revoked. The applicant shall be entitled to a full refund of any and all (current and/or future) dues payment(s) that had been received by the Association, within 90 days of the applicant becoming a new member. Written notification of the revoked status of a member shall be sent to the President of the Chapter within 30 days of the occurrence.

2.8 If, after an applicant is accepted for membership and the membership card has been issued, it is determined that the granted membership category is not appropriate pursuant to the General Eligibility and Membership Categories sections of this Policy Manual, the Association Headquarters shall notify the member in writing about the need for a corrected membership category and that the membership card has been recalled.

2.8.1 A corrected membership card shall be issued to the member. Regardless of the length of time that has transpired, neither the Association Headquarters nor the Chapter shall attempt to collect for any additional dues that would otherwise be receivable had the Association not been at least partially responsible in accepting the applicant's application under an incorrect membership category.

2.8.2 Any excess dues held by the Association shall not be refunded directly to the member; but shall be credited towards the member's future renewals.

2.8.3 The correct dues amount shall be reflected in the next renewal invoice.

2.8.4 Chapter notification of the change in status will be reflected in the normal monthly roster sent to the designated Chapter representative.

3. Membership Renewal Process

3.1 Members who do not renew their membership prior to February 1st of each year shall be dropped from active membership in the Association.

3.2 The Association Headquarters shall establish a membership renewal procedure that provides members with at least three notices prior to termination.

3.3 The Association Headquarters shall provide the President and/or the Secretary of each Chapter with the names of each member who has been dropped from active membership.

3.3.1 A copy of the report shall be forwarded to the Chapter and Member Services Committee for information and possible follow-up.

3.4 The Association Headquarters shall create an "Exit Survey" that seeks information with regard to why an individual has dropped their membership.

3.4.1 The “Exit Survey” shall be distributed to each member being dropped.

3.4.2 The Association Headquarters shall analyze the returned surveys and provide feedback to the Executive Committee of the Board of the Directors.

4. Updating a member’s information.

4.1 It is the responsibility of each member to provide updates to their contact information.

4.2 Contact information can be updated on the APCO web site or by contacting the Association Membership Office.

4.3 Chapter officers or anyone that becomes aware of an error in a member’s information should contact the Association Headquarters.

5. Updating a member’s category.

5.1 Members who change employment status that affects their membership category shall notify APCO Headquarters.

5.2 The Association Headquarters shall update the member’s voting privileges immediately upon notification of the category change.

5.3 The Association Headquarters shall update the member’s dues so that the proper amount will be billed during the next annual billing cycle.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 01/29/2013, 09/27/2014; 05/18/2016

ARTICLE IV: MEMBERSHIP

SECTION 4.2: MEMBER CONDUCT

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the following policies for Association membership: a Code of Ethics, a Code of Conduct, and guidelines for use of the various Association List Serves.

AUTHORITY

Association membership is required to be composed of persons in good standing pursuant to Article III of the Association Bylaws.

POLICY

1. CODE OF ETHICS

    1.1. We, the members of APCO, recognizing the important role Public Safety plays in improving the quality of life throughout the world, and in acceptance of this personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the following ethical principles:

        1.1.1. Abide by the laws of our respective countries and their political subdivisions.

        1.1.2. Govern our activities by the Bylaws and the duly adopted policies of the Association.

        1.1.3. Protect the safety, health and welfare of the public and proactively advocate in those areas affecting the public interest.

        1.1.4. Manage each administrative problem objectively without discrimination.

        1.1.5. Refrain from seeking or dispensing personal favors.

        1.1.6. Broaden public knowledge and appreciation of the Association and its achievements.

        1.1.7. Encourage colleagues and co-workers in their professional development.

        1.1.8. Foster respectful relationships.

2. CODE OF CONDUCT

2.1. The Association sets forth this Code of Conduct to guide the professional and personal conduct of its members. Members shall:

2.1.1. Support the Association's Mission and Purpose. Our mission and purpose statement articulates the Association's goals, purpose, and primary constituents served. Each individual member should fully understand and support the mission of the Association.

2.1.2. Maintain the privacy and confidentiality of information where required unless disclosure is compelled by a legal authority. Such information obtained in the course of our duties shall not be used for personal benefit or released to inappropriate parties.

2.1.3. Work to strengthen the Association's programs and services.

2.1.4. Enhance the Association's public standing by demonstrating the Association's goals and accomplishments through all we say and do. A cooperative spirit must be maintained when working with other professional and business organizations.

2.1.5. Apply the principle of reasonableness to guide our actions.

2.1.6. Ensure ethical integrity and accept responsibility for our actions.

2.1.7. Serve the Association in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.

2.1.8. Treat each other with mutual respect and treat all persons fairly regardless of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.

2.1.9. Perform their duties in an independent and objective manner and avoid activities that impair, or may appear to impair, the independence or objectivity of the Association.

2.1.9.1. Members who earn greater than 33 percent of their income (a.k.a., a "significant portion") from a conflicting commercial interest only qualify for membership in the commercial member categories.

2.1.10. Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

3. LIST SERVE GUIDELINES

3.1. This set of guidelines is for the use of any electronic communication services through the Association:

3.1.1. Do not distribute, or disseminate defamatory, infringing, obscene, or other unlawful material or information. Do not publish or post material protected by intellectual property laws, rights of privacy or publicity or any other applicable law unless you own or control the rights thereto or have received all necessary consents. Where quotes are used or references are made, appropriate credit should be given to the original author. The Association is not responsible for any use of anything you say or post. All applicable federal, state and local laws apply. APCO International is legally bound to promptly remove or block access to material upon proper notice being provided of alleged copyright or trademark infringement.

3.1.2. It is the responsibility of the sender to, when appropriate, identify any restrictions on the distribution of information in the posting.

3.1.3. Do not post any materials (including software or malware) that could harm (or is designed to harm) other users' computers or would allow others to inappropriately access software or Web sites. The Association does not allow posting or use of computer programs that contain destructive features such as: viruses, worms, Trojan horses, or bots for the use of scrolling, showing multiple screens, and other activities that can be disruptive to online communication.

3.1.4. Do not threaten, harass or abuse others participating in any Association communication.

3.1.5. Refrain from all expressions that reflect negatively on yourself and others.

3.1.6. The Association does not tolerate disruptive activity online, such as persistent off-topic comments and postings or statements that incite others to violate these guidelines or participate in illegal activities.

3.1.7. Falsely impersonating an APCO Board Member, employee or any other person with the intent to mislead or cause harm to others is forbidden.

3.2. All users of PSConnect, the professional networking site of the Association, consent to the terms of a Subscription Agreement that contains conduct guidelines and related policies under a hyperlink labeled "Code of Conduct" that is periodically updated.

3.2.1. The Association reserves the right at its sole discretion to limit, suspend, or terminate use of any or all electronic communications services by any individual in violation of these guidelines, points of etiquette or related agreements referenced herein.

4. SOCIAL MEDIA USAGE

4.1. The following represent additional policies for users of social media networking opportunities offered by or on behalf of the Association and sets forth how the Association expects such individuals to use social media in spaces where members (past, present, and future) network online.

4.1.1. Social networking websites may be useful places for public safety communications professionals to gather and share their experiences, as well as to discuss areas of training and job specific topics. These types of professional interactions represent an ancillary and convenient means for peer-to-peer education and dialogue. While such networks may be useful, it is each individual's responsibility to ensure that all such networking involving the Association is kept professional and on topic.

4.1.2. Users are expected to express and conduct themselves with appropriate decorum as they would in a work-related setting.

4.1.3. To maintain appropriate professional boundaries when posting to social media, users should separate personal and professional content. When posting to social media outlets involving the Association users should be sharing information solely related to the profession.

4.1.4. Use common sense. Refrain from posting items that could reflect negatively, including comments or posts about drug or alcohol, profanity,

off-color or sexual humor, and other inappropriate conduct. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the workplace.

4.1.5. Show proper respect for people's privacy and refrain from topics that may be considered unprofessional, such as swapping recipes, arranging romantic interludes, spreading gossip, or uploading inappropriate images.

4.1.6. Respect the law, including those governing defamation, discrimination, harassment, copyright and fair use. The Association expects participants on our social media websites to display the same respect for the intellectual property of the Association and others.

4.1.7. Ensure that such social networking conduct is not in conflict with any work policies or practices.

4.1.8. Make sure that social networking activities do not interfere with job performance.

4.2. The following policies apply to APCO-related social media channels and the use of the APCO International name or trademark.

4.2.1. APCO-related social media channels and the use of the APCO International name or trademark therein shall be regulated by the Executive Director.

4.2.1.1. Before initiating any social media initiative or project, authorization must be secured from the Executive Director.

4.2.1.2. The Executive Director or designee reserves the right to alter or remove any postings at his/her sole discretion.

4.2.1.3. The Executive Director reserves the right to deny access by any party for any reason to APCO's social media channels.

4.2.2. Social media is coordinated by the Marketing & Communications (MarComm) Department, including the use of social media by departments, committees, councils, working groups, or other related entities of the Association. MarComm staff shall have access to APCO-related social media account login and password information at all times.

4.2.3. Participants on any APCO website and its various social media channels who misuse information and communication services may be temporarily suspended or permanently removed from any and all online communities or channels. Those who knowingly violate the terms of use and other applicable policies and practices could face expulsion from membership or legal action.

Approved by the Executive Council: 08/19/2009
Amended by the Board of Directors: 07/30/2010; 08/18/2013; 05/09/2014; 09/27/2014; 05/06/2015; 05/18/2016; 05/18/2017; 05/03/2018

ARTICLE IV: MEMBERSHIP

SECTION 4.3: SENIOR MEMBER ELIGIBILITY REQUIREMENTS AND NOMINATION PROCEDURES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the eligibility requirements and procedures for submitting nominations for Senior Membership in the Association.

AUTHORITY

The criteria for selection and privileges accorded members who achieve Senior Member are in the Membership Designations section of this Policy Manual as established by the Membership Quorum.

The eligibility requirements associated therewith are in this section of the Policy Manual and may be restricted in accordance with other sections of this Policy Manual (Article IV: Membership, Section 4.13 Designations).

POLICY

1. The Senior Member designation is added to the member's current membership category title, except Online Member, which can change during the course of the member's career based upon one's current employment status or category of membership (e.g., "Senior Full Member", "Senior Commercial Member", or "Senior Associate Member").
2. All chapters shall recognize a "Senior Member" designation.
3. This honor shall be bestowed in the following manner:
    - 3.1. A nominee for Senior Member shall be nominated by the nominee's primary (home) Chapter's Executive Committee.
    - 3.2. The nomination shall be forwarded to the Executive Director for submission to the Credentials Committee.
        - 3.2.1. The nomination shall be in the form of a cover letter together with a completed copy of the ***SENIOR MEMBER NOMINATION FORM*** contained in Appendix I herein. The nomination may contain additional supporting documentation.

3.3. Association staff shall review the nomination for completeness with all applicable requirements.

3.3.1. If anything on the application is unclear or unsubstantiated, staff will contact the nominator directly for additional information.

3.3.2. Staff will complete a summary sheet to verify compliance with the eligibility criteria and forward this with only the Nomination Form and supporting documentation to the Credentials Committee. Extraneous material, including biographical information, shall be removed prior to forwarding to the Credentials Committee.

3.4. The Credentials Committee shall review the nomination for substantive compliance with the eligibility criteria.

3.4.1. In the event the Credentials Committee should have questions or require additional information, they shall ask staff to contact the nominator for the additional information.

3.4.2. Staff shall, on behalf of the Credentials Committee, forward its findings and recommendations to the Executive Committee of the Board of Directors ("Board") for review.

3.5. The Executive Committee of the Board may grant designation as a Senior Member based upon its review of the nominee's eligibility and the recommendation of the Credentials Committee.

3.5.1. In the event the Executive Committee of the Board should have questions or require additional information, staff shall be asked to contact the nominator for the additional information.

3.5.2. The Executive Committee of the Board shall cause the Chapter President to be notified of its decision in a letter to the Chapter President.

4. This award shall be presented in accordance with the following:

4.1. The Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the member.

4.2. Headquarters staff shall forward a "Senior Member Certificate" and "Senior Member Pin" to the Chapter President who shall present the certificate and pin to the member at an appropriate time, place, and manner.

4.3. Headquarters staff shall update the membership database such that the "membership card" shows the new designation.

5. Senior Member Designation – Eligibility Criteria

5.1. To be eligible for APCO International Senior Member designation, a nominee shall, at a minimum:

5.1.1. Be a member in good standing of APCO for at least ten (10) years;

5.1.2. Be a member in good standing at the time of the award; and

5.1.3. Have demonstrated at least four (4) significant contributions to APCO, including one at the Association level.

5.2. A list of significant contributions to be used to determine Senior Member qualifications is shown below.

5.2.1. Chapter-level contributions:

5.2.1.1. Served at least one (1) year as President of a Chapter.

5.2.1.2. Served as Conference Chair or Co-Chair of a Chapter Conference.

5.2.1.3. Served as Committee Chair of a Chapter Conference.

5.2.1.4. Served at least two (2) years as a member of a Chapter Executive Board or Committee.

5.2.1.5. Served at least two (2) years as the Chair of a Chapter Standing Committee.

5.2.1.6. Served as a presenter at a Chapter Conference. Not more than one (1) contribution may be counted from this subsection.

5.2.1.7. Served as a Chapter Committee member for a major legislative contribution.

5.2.1.8. Served at least two (2) years as the Chair of a Regional Spectrum Committee.

5.2.2. Association-level contributions:

5.2.2.1. Served at least two (2) years as an Executive Council Representative (or in combination with service on the Board of Directors).

5.2.2.2. Served at least two (2) years as on the Board of Directors (or in combination with service as an Executive Council Representative).

5.2.2.3. Served at least one (1) year as a Group Leader.

5.2.2.4. Served as an actively engaged member of a Special Committee or Task Force (e.g., APCO's Project Series, CALEA, etc.). Membership on each such Committee shall constitute a single contribution.

5.2.2.5. Served at least two (2) years as an actively engaged member of a Standing Committee. Not more than one (1) contribution may be counted from this subsection.

5.2.2.6. Served as Chair, Co-Chair, or Subcommittee Chair of a Regional or Annual International Conference. Served as Subcommittee Co-Chair of a Regional or Annual International Conference prior to the end of the 2016 committee year. Not more than one (1) contribution may be counted from this subsection.

5.2.2.7. Served at least two (2) years as a Local Area Frequency Advisor.

5.2.2.8. Served at least two (2) years as a member of an Association Advisory Committee (AdComm). Membership on each such Committee shall constitute a single contribution.

5.2.2.9. Served as a presenter at a Regional or Annual International Conference. Not more than one (1) contribution may be counted from this subsection.

5.2.2.10. Served a full term as an officer of another national or international public safety organization (e.g., IACP, IAFC, NENA) or made other contributions that promote APCO-International (beyond benefit to a single Chapter) or to the art of Public Safety Communications. Not more than one (1) contribution may be counted from this subsection.

5.2.2.11. Served at least one (1) term as the Chair of a Standing Committee, Special Committee, or Task Force (e.g., APCO's Project Series, CALEA, etc.); chairing each such Standing Committee, Special Committee or Task Force would constitute a single contribution. A service term shall be defined by the type of committee; standing committee, special committee or task force.

5.2.2.12. Served two (2) terms as an actively engaged member of a Standing Committee's sub-committee or workgroup, or served one (1) term as an actively engaged member of a Special Committee's sub-committee or workgroup, or Task Force's sub-committee or workgroup. Service on any such sub-committee or workgroup will only be considered a contribution when the member of the sub-committee or workgroup is not a member of the parent Standing Committee, Special Committee, or Task Force. A service term shall be defined by the type of committee; standing committee, special committee or task force.

5.2.2.13. Served at least two (2) years as a Commercial Advisory Council (CAC) member.

5.2.2.14. Served at least two (2) years as an actively engaged member of a Committee identified in this Policy Manual as an Executive Council Committee. Membership on each such Committee shall constitute a single contribution.

5.2.2.15. Served at least one (1) term as the Chair of the Commercial Advisory Council (CAC). Chairing the CAC would constitute a single contribution. A service term is defined in Article VII, Section 7.6.

APPENDIX I

SENIOR MEMBER NOMINATION FORM

Name of Nominee: _____

Chapter Making Nomination: _____

Qualifications:

Nominee has been a member of APCO since: _____ (Min. of 10 yrs required)

Nominee has made at least four (4) significant contributions as noted below in accordance with the requirements Section 4.3 of the Policy Manual. At least one of these contributions must be at the Association level. For each contribution, list the appropriate sub-paragraph number (e.g., 5.2.2.1). Provide supporting detail, as necessary. Additional contributions may be attached.

1. Sub-paragraph _____ _____

_____

_____

2. Sub-paragraph _____ _____

_____

_____

3. Sub-paragraph _____ _____

_____

_____

4. Sub-paragraph _____ _____

_____

_____

Nomination Approved by Chapter Executive Committee: _____ (date)

Credentials Committee Recommendation for Approval: _____ (date)

Approval by Executive Committee of the Board of Directors: _____ (date)

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 07/30/2010; 04/29/2011; 08/18/2013; 05/06/2015; 05/18/2016; 05/18/2017; 05/03/2018

ARTICLE IV: MEMBERSHIP

SECTION 4.4: LIFE MEMBER ELIGIBILITY REQUIREMENTS AND NOMINATION PROCEDURES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the eligibility requirements and procedure for submitting nominations for Life Membership in the Association.

AUTHORITY

The criteria for selection and privileges accorded members who achieve Life Member are in the Membership Designations section of this Policy Manual as established by the Membership Quorum.

The eligibility requirements associated therewith are in this section of the Policy Manual and may be restricted in accordance with other sections of this Policy Manual (Article IV: Membership, Section 4.13 Designations).

POLICY

1. The “Life Member” designation is added to the member’s current membership category title, except Online Member, which can change during the course of the member’s career, based upon one’s current employment status or category of membership (e.g., “Full Life Member”, “Commercial Life Member”, or “Associate Life Member”).
2. All chapters shall recognize a “Life Member” designation.
3. This honor shall be bestowed in the following manner:
    - 3.1. A nominee for Life Member shall be nominated by the nominee’s primary (home) Chapter upon recommendation of such Chapter’s Executive Committee or by the Board of Directors.
        - 3.1.1. The nomination for the President of APCO-International as a Life Member shall be approved by the Board of Directors. Once approved, the nomination shall be sent directly to the Membership Quorum for consideration during the First General Business meeting held at the Annual Conference. Approval of the nomination shall require a majority affirmative vote.

3.2. The nomination for members other than the President of APCO-International shall be forwarded to the Executive Director for submission to the Credentials Committee.

3.2.1. The nomination shall be in the form of a cover letter together with a completed copy of the ***LIFE MEMBER NOMINATION FORM*** contained in Appendix I herein. The nomination may contain additional supporting documentation.

3.2.2. The nomination shall be received at APCO Headquarters not later than the close of business on February 1 of the calendar year of the Annual Conference at which the nomination is to be considered.

3.3. Association staff shall review the nomination for completeness with all applicable requirements.

3.3.1. If anything on the application is unclear or unsubstantiated, staff will contact the nominator directly for additional information.

3.3.2. The nominator has until March 1 to supply the missing information or clarification.

3.3.3. It is in the nominator's best interest to return the additional information or clarifications as quickly as possible to allow time for further review and additional requests of information if required.

3.3.4. Staff will complete a summary sheet to verify compliance with the eligibility criteria and forward this with only the Nomination Form and supporting documentation to the Credentials Committee no later than April 1. Extraneous material, including biographical information, shall be removed prior to forwarding to the Credentials Committee.

3.4. The Credentials Committee shall review the nomination for substantive compliance with the eligibility criteria.

3.4.1. In the event the Credentials Committee should have questions or require additional information, they shall ask staff to contact the nominator directly for the additional information.

3.4.2. Staff shall, on behalf of the Credentials Committee, forward the committee's findings and recommendations to the Board of Directors for review no later than April 30 of the calendar year of the Annual Conference at which the nomination is to be considered.

3.5. The Board of Directors ("Board") shall review the nomination for compliance with all applicable requirements.

3.5.1. In the event the Board should have questions or require additional information, staff shall be asked to contact the nominator directly for the additional information.

3.5.2. In the event the Board finds that the nominee satisfies all of the applicable criteria, then it shall ratify the nomination not later than May 31 of the calendar year of the Annual Conference at which the nomination is to be considered. If ratified, the Board of Directors shall implement Paragraph 4.1 herein and forward the nomination to the Membership Quorum.

3.5.3. In the event the Board finds that the nominee does not satisfy all of the applicable criteria but also finds that a special circumstance exists, then it may ratify not later than May 31 of the calendar year of the Annual Conference at which the nomination is to be considered. If ratified, the Board of Directors shall implement Paragraph 4.1 herein and forward the nomination to the Membership Quorum.

3.5.4. In the event the Board finds that the nominee does not satisfy all of the applicable criteria and that no special circumstance exists, then it shall cause notification to the Credentials Committee, the Chapter President and the Executive Director that the nomination has been rejected along with a statement of the deficiencies.

3.6. The Board may waive the above processing deadlines to review and submit to the Membership Quorum for its consideration any nomination for Life Membership when it deems by a two-thirds majority vote of the entire Board that a special circumstance exists warranting waiver of the processing deadlines.

3.7. The Membership Quorum shall consider the nomination for designation as a Life Member during the First General Business Meeting held at the Annual Conference. Approval of the nomination shall require a majority affirmative vote.

4. This award shall be presented in accordance with the following:

4.1. If ratified, the Board of Directors shall cause a “congratulatory letter” to be prepared and sent to the member not later than June 1 of the calendar year of the Annual Conference at which the nomination is to be considered. A copy of the letter shall be forwarded to the Chapter President for information purposes.

4.1.1. The letter shall notify the member of their “nomination” for designation as a “Life Member” and that the nomination will be considered by the Membership Quorum at the upcoming Annual Conference.

4.1.2. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation of the events that will occur. Specifically, the letter should notify the member that the Membership Quorum will consider his/her nomination during the First General Business Meeting held during the Annual Conference.

4.1.3. The letter shall also state that, subject to the Membership Quorum approving the nomination, the member and one guest who is a spouse, significant other or immediate family member will be invited to the Life Member Recognition Event and that the formal presentation of the award will be made at the Closing Event.

4.2. Provided that the Membership Quorum approves the nomination, the Association shall grant the member for future Annual Conferences a complimentary full registration, one complimentary spouse/guest registration, and two complimentary Closing Event tickets, but shall not otherwise reimburse the member for any expenses.

4.3. Provided that the Membership Quorum approves the nomination, the newly approved Life Member shall be invited to attend the Life Member Recognition Event.

4.4. Provided that the Membership Quorum approves the nomination, the President shall present an appropriate plaque and a “Life Member Pin” during the Closing

Event held in conjunction with the Annual Conference at which the Life Member designation was approved.

4.5. Provided that the Membership Quorum approves the nomination, staff shall update the membership database and issue the member a new "membership card" showing the new designation.

5. Life Member Recognition Event

5.1. All Life Members, and one guest each who is a spouse, significant other, or an immediate family member, shall be invited to a complimentary meal function held as a "Life Member Recognition Event" in conjunction with the Annual Conference.

6. Life Member – Eligibility Requirements

6.1. To be eligible for APCO Life Member, the nominee shall, as a minimum, complete the requirements of either 6.1.1 or 6.1.2 through 6.1.4 identified below:

6.1.1. Served a full term as President of the Association; or

6.1.2. Be a member in good standing of APCO International for a minimum of fifteen (15) years;

6.1.3. Be a member in good standing at the time of the award; and

6.1.4. Have demonstrated at least five (5) significant contributions toward meeting the global needs of the Association with regards to all regulatory and policy making bodies, the commercial, general public safety, and international communities, or any combination thereof. A list of contributions to be used to determine Life Member qualifications is listed below:

6.1.4.1. Served at least four (4) years as an Executive Council Representative (or in combination with service on the Board of Directors).

6.1.4.2. Served at least four (4) years on the Board of Directors (or in combination with service as an Executive Council Representative).

6.1.4.3. Served at least two (2) years as a Group Leader.

6.1.4.4. Served at least four (4) years as a Commercial Advisory Council (CAC) member.

6.1.4.5. Served at least four (4) years as a Local Area Frequency Advisor.

6.1.4.6. Served at least one (1) term as the Chair of a Standing Committee, Special Committee or Task Force (e.g., APCO's Project Series, CALEA, etc.). Chairing each such Committee or Task Force would constitute a single contribution. A service term shall be defined by the type of committee; standing committee, special committee or task force.

6.1.4.7. Served at least two (2) years as an actively engaged member of an Association Advisory Committee (AdComm). Membership on each such Committee shall constitute a single contribution.

6.1.4.8. Served at least four (4) years as an actively engaged member of one or more Standing Committees; not more than two (2) contributions may be counted from this subsection. Membership

on each such Committee shall constitute a single accomplishment.

6.1.4.9. Served as the Chair or Co-Chair of a Regional Conference, or as Chair of a Regional Conference Standing Committee; not more than two (2) contributions may be counted from the subsection.

6.1.4.10. Served at least one (1) year as the Chair or Co-Chair of an Annual International Conference, or as Chair of an Annual International Conference Standing Committee.

6.1.4.11. Served at least four (4) years as an actively engaged member of a committee identified in this Policy Manual as being an Executive Council Committee. Membership on each such Committee shall constitute a single contribution.

6.1.4.12. Made other significant contributions that promote APCO-International in a global scope or to the art of public safety communications (e.g., NPSTC, PSWAC, NCC, NASNA etc.); not more than one (1) contribution may be counted from the subsection.

6.1.4.13. Served two (2) terms as an actively engaged member of a Special Committee or Task Force (e.g., APCO's Project Series, CALEA, etc.). Membership on each such Committee shall constitute a single contribution. A service term shall be defined by the type of committee; standing committee, special committee or task force.

6.1.4.14. Served four (4) terms as an actively engaged member of an Standing Committee's sub-committee or workgroup, or served two (2) terms as an actively engaged member of a Special Committee's sub-committee or workgroup, or Task Force's sub-committee or workgroup. Service on any such sub-committee or workgroup will only be considered a contribution when the member of the sub-committee or workgroup is not a member of the parent Standing Committee, Special Committee, or Task Force. A service term shall be defined by the type of committee; standing committee, special committee or task force.

6.1.4.15. Served at least one (1) term as the Chair of the Commercial Advisory Council (CAC). Chairing the CAC would constitute a single contribution. A service term is defined in Article VII, Section 7.6.

APPENDIX I

LIFE MEMBER NOMINATION FORM

Name of Nominee: _____

Chapter Making Nomination: _____

Qualifications:

Nominee has been a member of APCO since: _____ (min. of 15 years required)

Nominee has made at least five (5) significant contributions in accordance with the requirements of the Membership Designations Section of the Policy Manual as noted below. For each contribution, list the appropriate sub-paragraph number (1-12). Provide supporting detail, as necessary. Additional contributions may be attached.

Significant Contributions

1. Sub-paragraph _____ _____

_____

2. Sub-paragraph _____ _____

_____

3. Sub-paragraph _____ _____

_____

4. Sub-paragraph _____ _____

_____

5. Sub-paragraph _____ _____

_____

Nomination Approved by Chapter Executive Committee: _____ (date)

Credentials Committee Recommendation for approval: _____ (date)

Board of Directors Recommendation for approval: _____ (date)

Approved by the Membership Quorum: _____ (date)

ARTICLE IV: MEMBERSHIP

SECTION 4.5: CHAPTER LIFE MEMBER GUIDELINES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To recommend guidelines for APCO Chapter Life Membership, a designation that can be awarded to individual chapter members based upon the member meeting an established set of guidelines set forth in the Chapter's Constitution and Bylaws.

AUTHORITY

Establishment of a Chapter Life Membership shall be the responsibility and prerogative of the individual member's local APCO Chapter pursuant to this Section.

POLICY

1. The Chapter Life Member distinction is a designation that is added to the member's current membership category title.
    - 1.1 The designation of Chapter Life Member is recognized only within the chapter conferring the distinction.
    - 1.2 Other than being bestowed with the title and having one's dues paid by the chapter, the membership privileges of a Chapter Life Member shall be determined by the category of membership for which the member would otherwise qualify.
    - 1.3 The Chapter Life Member designation does not carry any added privileges at the Association level or within any other chapter(s) that the member happens to also belong.
2. The conferring chapter shall annually pay to the Association Office the dues amount specified in the Policy Manual for the category of membership for which each such Chapter Life Member is qualified.
3. The following guidelines are recommended as a minimum for Chapter Life Membership and should be considered for incorporation in the chapter's Constitution and Bylaws. Assistance is available to chapters from the Association Membership Department and the Bylaws Committee. To be eligible for this recognition, the nominee will normally be expected to:

3.1 Have been a member of the Association a minimum of fifteen (15) years, at least five (5) of which shall be as a member of this chapter; and

3.2 Hold current membership in the appropriate membership category; and

3.3 Have made at least five (5) major contributions at the chapter and/or Association level, which have contributed significantly to the chapter, Association, the commercial community, and/or the general public safety community. Items to be considered may include, but not be limited to the following. It is suggested that each additional completion of items 3.3.6 through 3.3.13 shall each constitute a single contribution.

3.3.1 Served a minimum full term as Chapter President.

3.3.2 Member of a Chapter Board of Officers for at least four (4) years.

3.3.3 Local Area Frequency Advisor for at least four (4) years.

3.3.4 Chapter Commercial Committee Chair for at least four (4) years.

3.3.5 Executive Council Member for at least four (4) years.

3.3.6 Regional or Annual Conference Chair.

3.3.7 Regional or Annual Conference Committee Chair.

3.3.8 Chapter Conference Chair.

3.3.9 Chapter Conference Committee Chair.

3.3.10 Chair of Association Standing Committee.

3.3.11 Chair of Chapter Standing Committee.

3.3.12 Major contribution to the art of communications.

3.3.13 Any item from the requirements for Life Membership in the Association that is not already listed above.

4. This honor shall be bestowed upon qualified members by the nominee's chapter upon recommendation by the chapter's executive committee and majority approval of the chapter quorum. Notification of this appointment shall be sent to the Membership Department at the Association office.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 07/30/2010

ARTICLE IV: MEMBERSHIP

SECTION 4.6: CHAPTER HONORARY MEMBER GUIDELINES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To set forth the guidelines for APCO Chapter Honorary Membership.

AUTHORITY

Establishment of a Chapter Honorary Membership shall be the responsibility and prerogative of the individual member's local Chapter pursuant to this Section.

POLICY

1. "Chapter Honorary Member" is a designation awarded by a Chapter to an individual, who may be either a current member of the Association or a non-member, based upon the individual meeting a set of guidelines established by the Chapter.
2. The Chapter Honorary Member distinction is a designation that does not carry any added privileges at the Association level or within any other Chapter of which the individual may be a member.
3. The conferring Chapter shall annually pay to the Association Headquarters the dues amount specified in this Policy Manual for the " Associate Member" category of membership.
4. In general, the following persons are eligible for this category:
   - 4.1 Those who have made significant contributions to the objectives of a Chapter.
   - 4.2 Retired members who have held membership in any category for more than ten (10) consecutive years.
5. This honor shall be bestowed if a Chapter Executive Committee makes a motion to such effect and its Chapter Quorum passes such a motion by a majority vote.
6. The term of this category shall be for a period of twelve (12) months and thereafter as the Chapter may determine in accordance with the provisions of this section.

Approved by Executive Council: 08/14/09
Amended by the Board of Directors: 05/05/2015

ARTICLE IV: MEMBERSHIP

SECTION 4.7: MEMBERSHIP DUES

[Changes are subject to the approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the dues required for membership.

AUTHORITY

Dues rates are to be set for each category of membership and specified in the Policy Manual in accordance with Article XII of the Association Bylaws.

POLICY

1. Dues are due and payable on January 1st of each calendar year. Any adjustment to the dues structure must be approved in accordance with Article XII of the Association Bylaws.

    1.1 Any annual adjustments shall not exceed the cumulative or average change in the Consumer Price Index (CPI) rounded to the nearest U.S. dollar for the preceding Calendar Year or Years since the last increase was approved.

        1.1.1 A two-thirds majority vote of the whole Board of Directors is required for the CPI dues adjustment. The Board of Directors shall consider a potential CPI dues adjustment each year.

        1.1.2 In the event that no increase is approved for a particular year, the next increase that can be approved by the Board of Directors will be cumulative only in the amount of the current Calendar Year's CPI adjustment plus the preceding three Calendar Years' CPI adjustment but not to include the Calendar Year in which the last dues increase was approved nor any year preceding that Calendar Year.

    1.2 If, for any reason, a resolution for a dues increase above the CPI adjustment as described above should be recommended by the Board of Directors, the Executive Council must indicate concurrence or non-concurrence. A majority vote of the Membership Quorum at the Annual Conference must then be received to approve such an increase.

2. The dues structure shall include two tiers for the “Chapter” portion of the Full Member category.

   2.1 The Chapter sets the tier level. The higher tier shall apply upon majority approval of the Chapter’s Full Member quorum and shall remain in effect until rescinded.

3. The dues rates for each category are listed below:

		Effective January 1, 2009 Dues Period	Effective January 1, 2010 Dues Period
3.1	Full Member Dues		
	Tier 1	$ 92	$92
	Tier 2	$120	$120
3.2	Associate Member Dues	$ 69	$69
3.3	Commercial Member Dues	$154	$154
3.4	Governmental Membership Dues billed on one statement for entity.	Per 3.1 and 3.2	

4. Each Chapter shall receive a portion of the dues paid by members of that Chapter, such amount to support Chapter activities. The amount of the “Chapter” portion shall be based upon the following:

   4.1 For Full Members: 20% of the Tier 1 amount plus 100% of the difference between the Tier 1 amount and the Tier 2 amount if the Chapter has chosen to set Tier 2 as the dues amount for their membership.

   4.2 For Associate Members: 20% of the dues amount.

   4.3 For Commercial Members: 30% of the dues amount.

   4.4 For members of the International Chapter, the above identified amounts shall be held in account by the Association. The use of these monies shall be restricted to support of the Executive Council Member from the International Chapter and to other activities in direct support of the Chapter.

5. The Association shall have the option of issuing all publications and other communications electronically or charging 10% over the normal appropriate membership dues for members of a Chapter outside the U. S. (including members of the International Chapter) to cover additional mailing expenses.

6. The specified dues are to be paid in United States dollars ($) as follows:

   6.1 Members in the United States of America and its Territories shall submit their dues to the Association Headquarters, which then shall distribute the “Chapter” portion, as appropriate.

   6.2 Chapters in countries other than the United States of America and its Territories may choose to have their members submit their dues to the Chapter office in which case the Chapter office may deduct the “Chapter” portion prior to forwarding the remainder to APCO headquarters. The purpose of this alternate procedure is to minimize the cost of transferring money from one country to another, then back again.

7. Individuals who become a new member from January through March will have their dues billed by headquarters staff at the full applicable rate. Individuals applying for membership from April through September will have their dues billed by headquarters staff at the full applicable rate, but shall have their dues for the following year pro-rated based on the month in which they join. No dues will be collected for a new member who becomes a member from October through December.

   7.1 Headquarters staff shall apply the pro-rated savings as a credit against the dues that will be due and payable on January 1 of the calendar year immediately following the year in which the individual becomes a member.

8. Individuals seeking membership in more than one Chapter (i.e. seeking to become "Multiple Members" in accordance with the Membership Designations section of this Policy Manual, shall pay dues in accordance with the following:

   8.1 The full amount of dues as described in Paragraph 3 above for membership in the primary or "Home Chapter"; PLUS

   8.2 An amount equivalent to the "Chapter" portion as described in Paragraph 4 above for membership in the "additional" Chapter.

      8.2.1 Such "Chapter" portion shall be payable for each "additional" Chapter within which membership is desired.

   8.3 In accordance with Membership Designations section of this Policy Manual, members granted the "Life Member" designation are exempt from paying dues for the life of the member or until such member resigns from the Association. The exemption from paying dues shall apply to all Chapters within which the member maintains a membership.

      8.3.1 This exemption from paying dues does not relieve the member from the requirement of the General Eligibility section of this Policy Manual wherein the member must have a business or work-related reason for requesting membership in Chapters other than his/her primary or "Home Chapter".

   8.4 APCO Headquarters shall distribute the dues collected for "Multiple Members" as follows:

      8.4.1 The primary or "Home Chapter" shall receive the "Chapter" portion received in accordance with Paragraph 8.1 above.

      8.4.2 Each "additional" Chapter shall receive the "Chapter" portion received in accordance with Paragraph 8.2 above.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 08/16/2012

ARTICLE IV: MEMBERSHIP

SECTION 4.8: SUNSHINE FUND

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish a mechanism for providing a measure of financial assistance for those Association members who meet with a qualifying event of a nature that affects their personal lives or that of their immediate family members.

AUTHORITY

In accordance with the budget authority of Article VII of the Association Bylaws, the Board of Directors may create special funds.

POLICY

1. The Association shall establish a benevolent fund called the Sunshine Fund.
2. The Sunshine Fund shall be used to provide financial support to public safety communications professionals or their immediate family members who face an event that places a significant financial burden upon them.
3. Based on the event and the availability of monies in the Sunshine Fund these individuals may qualify for a financial grant to assist them in this situation.
4. The Board of Directors, Executive Council Members, Past Presidents, or members at large, may recommend (nominate) a professional as a recipient for assistance.
    - 4.1 The nomination is made by requesting a Sunshine Fund form from the Director of Human Resources at the Association headquarters.
    - 4.2 Upon receipt, the form must be completed, returned to the Director, and screened by the appointed review panel.
    - 4.3 A decision will be made and the recommender notified of the results.
    - 4.4 If the particular circumstances of the nominee fail to meet the criteria, the reasons will be communicated.
5. To qualify for consideration, the nominee must meet these minimum requirements:
    - 5.1 Be an individual who meets the eligibility criteria for any level of membership of the Association regardless of actual membership status at the time of the qualifying event.

5.2 Recently experienced a life changing or life interference event.

5.3 Paid staff members or paid contract staff are also eligible for assistance from this fund.

6. A Review Panel will be established to coordinate and administer the activities associated with this fund.

6.1 The Review Panel will be named by the Executive Director and ratified by the President of APCO International.

6.2 The Director of Human Resources will preside over the Review Panel.

6.3 Preference shall be given to current members of the Association, especially if available funds are limited, but the Review Panel has discretion to weigh other factors consistent with the intent of the Sunshine Fund in determining eligibility and the appropriate award tier.

7. The following controls shall be put in place for the Sunshine Fund.

7.1 The Sunshine Fund will be funded primarily by the voluntary contributions of the membership.

7.2 The Sunshine Fund will be maintained as a separate dedicated account.

7.3 All releases from the fund must be made at the request of the Director of Human Resources and released by the signature authority of the CFO.

8. A two tiered system is established for types of assistance that shall include, but not be limited to, the types of incidents listed below.

8.1 Tier One responds to life changing incidents in the amount of $1,000.

8.1.1 A nominee or their spouse or dependent child looses their life.

8.1.2 A nominee’s spouse or dependent child experiences a critical illness or injury.

8.1.3 A nominee’s primary residence is lost as a result of a fire, storm, or similar disaster.

8.1.4 A nominee experiences a critical illness or injury resulting in a disability.

8.2 Tier Two responds to life interference incidents in the amount of $500.

8.2.1 A nominee experiences an accident with recoverable injuries.

8.2.2 A nominee’s primary residence is damaged as a result of a fire, storm, or similar disaster.

ARTICLE IV: MEMBERSHIP

SECTION 4.9: CORPORATE PARTNERSHIP PROGRAM

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the Corporate Partnership Program.

AUTHORITY

The Board of Directors herein establishes the Corporate Partnership Program.

POLICY

1. The focus of the Corporate Partnership Program is to provide partners with marketing benefits designed to drive sales.
2. The APCO Conference Department in conjunction with the Commercial Advisory Council will be responsible for the setting of the levels and the details of this policy.
3. It is intended to recognize the total support given to the Association by its commercial members over the course of a twelve-month period, with contractual commitment up front.
4. The Corporate Partnership Program packages focus on providing year-round benefits to sponsors.
5. A Corporate Partner receives benefits tied into all events and programs initiated by the Association.
6. This Plan shall include tiered levels of recognition that are based upon the total dollar value of support provided to the Association.
7. To qualify as a Corporate Partner, a commercial member must commit to three (3) or more Association Projects/Events.
8. Participation in the Corporate Partnership Program is voluntary.
9. Companies, corporations and other entities not participating in the Corporate Partnership Program, will otherwise receive appropriate recognition for their sponsorships, advertising, and donations.

Approved by Executive Council: 08/14/09
Amended by the Board of Directors: 05/06/2015

ARTICLE IV: MEMBERSHIP

SECTION 4.10: ADDITIONAL MEMBERSHIP APPLICATION PROCEDURES FOR MEMBERS OF THE INTERNATIONAL CHAPTER

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the procedure for submitting applications for Membership in the Association from individuals who reside or work within the boundaries of the International Chapter of APCO-International.

AUTHORITY

The establishment of the International Chapter is in accordance with Article IV of the Association Bylaws. However, it is restricted by the requirements of written agreements between the Association and similar organizations existing in other countries.

POLICY

1. In addition to complying with the requirements of the Association Bylaws and this Policy Manual, membership in the International Chapter of APCO-International shall comply with the requirements of any written agreement between APCO-International and similar organizations existing in other countries.
2. All individuals who do not reside and/or work within the geographic boundaries of the United States or its territories or within the geographic boundaries of any other Chapter of APCO-International shall be enrolled as a member of the International Chapter of APCO-International.

   2.1. The "Chapter Portion" of all dues collected shall be retained by APCO-International in an account that is used solely for support of the International Chapter, except that an individual who also requests that he/she become a "Multiple" member of one or more other Chapters, then that individual shall be treated in the same manner as if he/she were becoming a "Multiple" member of the Chapter(s).
3. APCO headquarters staff shall note if the individual applicant is from a country represented by an APCO global partner.

Approved by the Membership Quorum: 08/19/2009
Amended by the Membership Quorum: 08/03/2010

ARTICLE IV: MEMBERSHIP

SECTION 4.11: GENERAL ELIGIBILITY

[Changes are subject to approval by a simple majority of the Membership Quorum.]

PURPOSE

To establish general eligibility requirements of Membership

AUTHORITY

The general eligibility requirements for membership are in accordance with Article III of the Bylaws and as provided in this Section.

POLICY

1. Members shall be admitted in strict conformity with the category requirements herein set forth. Membership shall not be denied on the basis of race, color, creed, national origin, or numerical limitation. Members of Chapters are members of the Association in accordance with the Membership Categories described in this Policy Manual.
2. Except as permitted in the Membership Categories section of this Policy Manual (and while so involved), the category of membership enjoyed shall reflect the current employment status of the member.
3. Members shall be assigned to Chapters based upon the relationship of their primary residence and primary place of business or work to the chartered areas of Association Chapters. Such Chapter shall be known as the member's "Home Chapter".
    - 3.1 Members whose primary residence is within the chartered area of one Chapter and whose primary place of business or work is within the chartered area of another Chapter may select the Chapter that will serve as their Home Chapter. They may also choose to become a Multiple Member of the other Chapter in accordance with the requirements in the Membership Designation section of this Policy Manual.
    - 3.2 Members whose business or work crosses into the chartered area of more than one Association Chapter may become a Multiple Member of such additional Chapters in accordance with the requirements of in the Membership Designation section of this Policy Manual.
4. Membership shall be restricted to individuals satisfying one of the following criteria:

4.1 Individuals who work in and/or directly support the design, construction, installation, maintenance, operation, and management of public safety communications systems.

4.2 Individuals who can demonstrate an interest in public safety communications systems that would be of benefit to the Association and/or its members.

5. With the exception of the Agency Group and Corporate Group member category, the members of the Association are individuals. The membership of the Association shall be divided into the following categories: Full Member, Associate Member, Commercial Member, International Associate Member and Online Member. A designation of Life, Honorary, Chapter Life, Chapter Honorary, Multiple, and Senior may be added to each of these categories except that designation may not be added to the International Associate Member or Online Member categories.

6. There shall also be available Agency Group and Corporate Group membership, as described in the Membership Categories section of this Policy Manual.

7. Applications for membership shall be processed in accordance with the Member Application section of this Policy Manual and other related sections.

8. Revocation of Membership

8.1 Membership in the Association may be revoked by the Board of Directors upon a documented showing of reasonable cause.

8.2 A revocation proceeding shall extend for a period of not less than 30 days during which time the affected member, and the appropriate Chapter, if any, shall be notified and permitted to plead the case.

8.3 A member may be suspended during a revocation proceeding. Such a proceeding shall generally be concluded within 60 days. If more time is needed, the President shall inform the accused as frequently as every 30 days thereafter as to the proceeding's status and the reasons for delay until such time as the proceeding is concluded

8.4 A revoked membership may not be reinstated without prior approval of the Board of Directors. Dues are not refundable. However, a reinstatement does not require additional dues if a revocation is annulled during the same paid up dues period as the revocation was initiated.

Approved by Membership Quorum: 08/19/2009
Amended by Membership Quorum: 08/03/2010, 08/05/2014; 08/15/2017

ARTICLE IV: MEMBERSHIP

SECTION 4.12: MEMBERSHIP CATEGORIES

[Changes are subject to approval by a simple majority of the Membership Quorum.]

PURPOSE

Members of Chapters are members of the Association in accordance with the membership categories described in this Section. Members shall be admitted in strict conformity with the category requirements herein set forth.

AUTHORITY

The benefits accorded to various membership categories are as provided in this Section and may be restricted in accordance with other Sections of this Article or by the requirements of written agreements between APCO-International and similar organizations existing in other countries.

POLICY

1. Full Member
   - 1.1 The following individuals shall be eligible for membership in the "Full Member" category:
     - 1.1.1 Personnel responsible for design, construction, installation, maintenance, command, and operation of public safety systems and supporting information systems. Such persons must be employed by, retired from or a volunteer of a governmental entity or a contractor of a governmental entity providing the described services. Members must be actively engaged in or retired from the performance of the described services for the specific entity on a regular basis and may not have a conflicting commercial interest which provides a significant portion of their income. Examples of qualifying positions include but are not limited to engineers, technicians, managers, supervisors and telecommunicators.
   - 1.2 Members in the "Full Member" category may vote in the Membership Quorum, may enjoy all benefits and privileges and may serve in any capacity in the Association and its chapters, except where otherwise limited.

2. Associate Member

2.1 The following individuals are eligible for membership in the Association in the "Associate Member" category and shall enjoy all benefits and privileges of the Association, except voting unless as a Life Member or as otherwise provided.

2.1.1 Individuals who perform a non-administrative and/or non-supervisory function within their agency and who otherwise meet the requirements of Section 1.1.1 above and, at the applicant's discretion, select this category; or

2.1.2 Individuals not meeting the requirements of any other category.

3. Commercial Member

3.1 Those persons who receive compensation in any form for services rendered in business and industry are eligible to be Commercial members. Except for the Commercial Advisory Council member on the Board of Directors in his/her capacity on the Board only and for Life Members, voting privileges are not extended to members in this category. They may otherwise enjoy all benefits and privileges of the Association.

4. Agency Group Memberships

4.1 Any non-commercial entity qualifying under the meaning and intent of this Policy and the Bylaws among whose employees two (2) or more are eligible for membership in accordance with the other Sections of this Article who wish to enroll as a group in this Association is eligible for this category of membership with the following stipulations:

4.1.1 At least one of the employees in each Agency group per each dues year shall be eligible for and enrolled as a Full Member of this Association and designated the Master Applicant for the group;

4.1.2 All employees in each group shall reside, live or work within the boundaries of the particular Chapter chartered in that geographical area and shall be members of that Chapter unless otherwise approved by the Board of Directors;

4.1.3 Memberships in good standing within a group may be transferred during a given dues period from current employees leaving the group to new employees entering the group upon each such individual request by the Master Applicant to the appropriate Chapter Secretary;

4.1.4 The individual members shall be categorized as, pay dues, and serve in this Association in accordance with the appropriate membership requirements which are set forth elsewhere in this Policy Manual, and, the will of the Agency Member shall be expressed within this Association only by means of these individual members.

5. Commercial Group Memberships

5.1 Any corporation that received compensation in any form for services rendered or products sold in business or industry is eligible to become a Commercial Group Member.

5.2 Except for the Commercial Advisory Council member on the Board of Directors in his/her capacity on the Board only and for Life Members, voting privileges are not extended to individuals under this category.

5.3 Commercial Group Member dues shall be uniform for all Chapters as defined in the Membership Dues section of this Policy Manual.

6. International Associate Member

6.1 Individuals who are members of a "participating organization", as that term is defined in the document known as the *APCO Alliance for Global Cooperation and Development* also shall be members of APCO-International in the *International Associate Member* category.

6.1.1 Members in the *International Associate Member* category shall not be issued a *membership card* or other documentation that identifies status as a member of APCO-International.

6.2 Members in the *International Associate Member* category shall not:

6.2.1 have the right to vote on any matter brought before the Membership Quorum, the Executive Council, the Board of Directors, nor within any Chapter of the Association;

6.2.2 have the right to hold elected office within the Association;

6.2.3 be eligible for any of the Membership Designations in this Article; or

6.2.4 be required to pay Membership Dues, as defined in this Article.

6.3 Members in the *International Associate Member* category shall enjoy only those rights, benefits, and privileges defined in the document known as the *APCO Alliance for Global Cooperation and Development.*

6.3.1 Members in the *International Associate Member* category may be required to show documentation demonstrating current membership in a participating organization of the Global Alliance prior to receiving such rights, benefits, and privileges.

7.. Online Member

7.1 The "Online Member" category is reserved for individuals who otherwise meet the requirements of Section 1.1.1 or 2.1.1 above and, based on Association policy, are eligible to enjoy essentially online privileges only.

7.2 Individuals in the "Online Member" category shall not be issued a membership card and shall NOT:

7.2.1 have the right to vote on any matter brought before the Membership Quorum, the Executive Council, the Board of Directors, nor within any Chapter of the Association;

7.2.2 have the right to hold elected office within the Association, though service on Committees or Task Forces is permissible;

7.2.3 be eligible for any of the Membership Designations in this Article, except the number of years as an “Online Member” shall count toward the minimum years of membership required for such Designations; or

7.2.4 be eligible for discounts on services provided by the Association, except member discounts for online classes and Annual Conference registration would be permitted.

Approved by the Membership Quorum: 08/19/2009
Amended by the Membership Quorum: 08/03/2010; 08/20/2013

ARTICLE IV: MEMBERSHIP

SECTION 4.13: MEMBERSHIP DESIGNATIONS

[Changes are subject to approval by a simple majority of the Membership Quorum.]

PURPOSE

To define the Membership Designations for members of the Association.

AUTHORITY

The definitions for Membership Designation and how they are conferred are provided in this Section of the Policy Manual and may be restricted in accordance with other sections of this Policy Manual.

POLICY

1. Life Member

1.1 This highest level of membership designation is intended to recognize a member's outstanding contributions to the advancement of the art of public safety communications and APCO International's goals. Life Member status shall be awarded only to those individuals currently holding another category of membership in the Association, except Online Member. The Life Member title shall be added to that of another category of membership other than Online Member.

1.2 This honor may be bestowed upon members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association. Consideration will be given to the range of applicable accomplishments that demonstrate the candidate's breadth of contributions to the purposes of APCO.

1.3 Nominations for the Membership Designation of Life Member shall be made in accordance with this Policy Manual (Article IV: Membership, Section 4.4 Life Member Eligibility Requirements and Nomination Procedures).

1.4 The APCO International Life Member designation and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or until the resignation of such member.

1.4.1 Members in any membership category, except Online Member, who have been granted the designation of "Life Member" have the right to vote within the Membership Quorum.

1.5 An individual's eligibility for membership in the Full Member category or the Commercial Member category is based solely upon his/her employment status at any particular point in time and is independent of their designation as a Life Member.

1.5.1 Individuals whose membership eligibility changes from Full Member to Commercial Member, or vice versa, shall so notify the APCO office.

2. Senior Member

2.1 The designation of "Senior" may be added to any category of individual membership, except Online Member.

2.2 Nominations for the Designation as a Senior Member shall be made in accordance with this Policy Manual (Article IV: Membership, Section 4.3 Senior Member Eligibility Requirements and Nomination Procedures).

2.3 The APCO Senior Member designation and the member's regular other membership title with all its privileges and benefits shall be enjoyed for the life or until the resignation of such member.

3. Multiple Membership

3.1 This category provides for membership in more than one Chapter in accordance with the following requirements to be met by the applicant who shall be:

3.1.1 A paid up member in their Home Chapter, AND;

3.1.2 A paid up Multiple Member in any additional Chapter(s) in which he/she is also qualified.

3.2 The individual's membership category in each Chapter for which he/she becomes a Multiple Member shall be the same as the membership category held in the member's Home Chapter.

3.2.1 Members shall enjoy the same rights and privileges within each Chapter to which they have become a Multiple Member as the rights and privileges granted to members for whom that Chapter is the Home Chapter.

3.3 Multiple Members shall be provided with credentials that indicate their status as a Multiple Member.

4. Honorary Member

4.1 Only the Board of Directors may confer this category of membership.

4.2 This membership is limited to those individuals who may have no incentive to obtain membership in any category but, by virtue of their position or accomplishments, it is in the best interest of APCO International, Inc., that the individual have information regarding APCO International, Inc., including the official APCO magazine and other publications, filings and items of information regarding the activities of APCO International, Inc.

4.3 Membership shall be established with the publication of a list (annually or sooner if necessary) of qualified individuals as determined by the Association Board of Directors.

4.4 The APCO International Honorary member shall not vote or hold office in any capacity, except that they may serve as ex officio members of any committee.

5. Chapter Life Member

5.1 Each Chapter desiring to confer Chapter Life Membership shall develop a list of requirements for this category of membership.

5.1.1 A suggested list of qualifications for this category is provided in this Policy Manual (Article IV: Membership, Section 4.5 Chapter Life Member Guidelines).

5.2 This honor shall be bestowed upon qualified members by the nominee's Chapter in accordance with the requirements of this Policy Manual.

6. Chapter Honorary Member

6.1 Each Chapter desiring to confer Chapter Honorary Membership shall do so in accordance with the requirements in this Policy Manual (Article IV: Membership, Section 4.6 Chapter Honorary Member Guidelines).

Approved by the Executive Council: 08/14/2009
Amended by the Executive Council: 08/11/2017

ARTICLE V: EXECUTIVE COUNCIL

SECTION 5.1: MEETINGS

[Changes are subject to approval by a simple majority of the Executive Council.]

PURPOSE

To establish the required meetings for the Executive Council of the Association.

AUTHORITY

The meetings of the Executive Council are authorized by Article VI of the Association Bylaws.

POLICY

1. Annual Conference Executive Council Session.
    - 1.1 The Annual Conference Session is a meeting or series of meetings that will be held immediately prior to the convening of or during the Annual Conference.
    - 1.2 The Annual Conference Session will be held in the same city as the Annual Conference.
2. Management Committee
    - 2.1 The Management Committee, as established in 7.2 of this Policy Manual, shall set the agenda for the Session and designate a Presider from among the Executive Council members.
3. Other Executive Council Sessions.
    - 3.1 The Management Committee shall provide no less than two weeks prior written notice of the time and place for a Special Session of the Executive Council.
        - 3.1.1 The notice shall be delivered to the President and elected Executive Council member of each Chapter, International Affiliate, and the Board of Directors.
        - 3.1.2 The notice shall include the agenda for the Session and supporting materials.
4. Reconvening the Executive Council.
    - 4.1 During any Session of the Executive Council, the Management Committee, upon its own initiative, may call a meeting of the Executive Council subject to the following notification requirements:

4.1.1 A written notice shall be posted on the Conference Bulletin Board or such other prominent place as may be announced at the opening meeting of the Session, for a period of not less than four (4) hours, announcing the time and place that the meeting shall be held.

4.1.2 Only those hours between 8:00 a.m. and 5:00 p.m. (local time zone) shall be counted toward satisfying the four-hour requirement. The notice shall include the agenda for the meeting. Or;

4.1.3 A written notice shall be delivered to all members of the Executive Council listed as being in attendance at the Session, announcing the time and place that the meeting shall be held, provided that such notice is delivered at least two (2) hours prior to the start of the meeting. The notice shall include the agenda for the meeting. Or;

4.1.4 A verbal notice prior to adjournment of a scheduled meeting of the Executive Council announcing the time and place that the meeting shall be held. The Management Committee shall attempt to contact members of the Executive Council who are listed as being in attendance at the Session but who are not present at the time the announcement was made.

4.2 During any Session of the Executive Council, a majority of the Executive Council members listed as being in attendance at the Session may call a meeting of the Council.

4.2.1 A written notice shall be delivered to the Presider and posted on the Conference Bulletin Board or such other prominent place that may have been announced at the opening meeting of the Session, for a period of not less than four (4) hours, announcing the time and place that the meeting shall be held.

4.2.2 Only those hours between 8:00 a.m. and 5:00 p.m. (local time zone) shall be counted toward satisfying the four-hour requirement

5. Adjournment of the Executive Council Session

5.1 The Annual Conference Session shall not be adjourned until the Annual Conference is adjourned, at which time it shall be automatically adjourned without motion or second.

5.2 Adjournment of other sessions shall require a motion, second, and majority vote of the Executive Council.

5.3 Any meeting of the Executive Council may be recessed or adjourned without adjourning the Session. Upon such recess or adjournment, the Executive Council shall be at the call of the Presider for additional meetings until such time as the Session is adjourned.

6. The quorum of an Executive Council meeting shall be made of the members present at any given session as long as that quorum does not represent less than fifty (50) percent of the total Executive Council membership.

6.1 The members of the Executive Council who attend the opening meeting of a session of the Executive Council shall be listed by the Presider as being in attendance at the session.

6.2 Members of the Executive Council who do not attend the opening meeting of a session of the Executive Council but do attend a later meeting of the session may petition the Presider to be added to the list of members in attendance at the session.

7. The expense of attending meetings of the Executive Council shall be that of those attending except that those members may be reimbursed for reasonable expenses by their Chapter or employer.

8. Each Chapter shall submit in writing the name of its selected Executive Council Member to the Executive Director.

8.1 The individual so identified shall continue to be the recognized representative until such time as the Chapter, as appropriate, identifies a replacement.

8.2 Each Executive Council Member shall serve a term of office determined by the Chapter, as appropriate, except that the term of office shall be for a period of not less than one (1) year.

9. In the event that the identified individual is unable to participate in activities of the Executive Council for an extended period of time, the Chapter may either:

9.1 Identify a replacement by written notification to the Executive Director.

9.2 Identify an alternate for a specified period of time by written notification to the Executive Director.

10. In the event that the identified individual is unable to participate in a specific meeting of the Executive Council, the Chapter or Member may designate an alternate or proxy for that meeting.

10.1 The individual identified as the alternate shall be another member of the principal Chapter who otherwise would be eligible to serve on the Executive Council.

10.2 The individual identified as a proxy would be an Executive Council member of another Chapter. An Executive Council member shall carry the proxy for only one other member at any given time.

10.3 The Chapter or Member shall notify both the Presider and the Executive Director no later than 10 p.m. on the day preceding the Executive Council meeting, that the principal Executive Council representative will be absent and identify the use of an alternate or proxy. Such notifications shall be based upon the time zone in effect at the location of the Executive Council meeting. The identified alternate or proxy is duly appointed to carry the authority of only one other member at a time and possess any power to act within the scope of the principal Executive Council representative's power, including casting the vote for the principal Executive Council representative during regional caucuses unless the proxy is not from the same region.

Approved by the Executive Council: 08/14/2009
Amended by the Executive Council: 08/12/2016

ARTICLE V: EXECUTIVE COUNCIL

SECTION 5.2: MINUTES

[Changes are subject to approval by a simple majority of the Executive Council.]

PURPOSE

To establish a procedure for recording and retaining official minutes of meetings of the Executive Council.

AUTHORITY

The meetings of the Executive Council are held in accordance with Article VI of the Association Bylaws and Article V of this Policy Manual.

POLICY

1. The minutes of these meetings shall constitute the official record of actions taken and decisions made.
2. The Executive Director shall serve as the Secretary of Record for the Executive Council who will record the minutes of all meetings of the Executive Council.
3. The official minutes of meetings of the Executive Council will provide a permanent, written record of actions taken, decisions made, and a listing of major items discussed.
4. In accordance with Robert's Rules of Order, minutes will be a record of what was done by the official body, and not what was said by the individual members. This shall include a record of the roll call attendance showing which Executive Council Representatives were Present, Absent, or Excused.
5. Executive Council meetings shall be digitally recorded.
6. A draft of the minutes of Executive Council meetings will be posted for Council members within 30 days of the meeting.
    - 6.1. Upon request of any Council member, the electronic recording will be indexed to any point in question, and a copy of the electronic recording of that portion of the proceedings will be provided to the Council member making the request.
    - 6.2. This method will result in the approval of minutes at Council meetings being a formality, saving valuable time for Council members.
    - 6.3. This is the proper time to notify the office of the Executive Director of any corrections that should be made to the minutes.

7. Recordings of Executive Council meetings shall be retained at the Association headquarters until the minutes of the meeting have been officially approved by the Executive Council.
8. Upon approval of the minutes of Executive Council meetings, the recording will be destroyed and the approved minutes will be retained as the only official record of the actions taken at the meeting.
9. As stipulated in the Document Retention and Destruction section of this Policy Manual, official minutes of all meetings of the Executive Council will be retained for the life of the Association.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 09/22/2013

ARTICLE VI: BOARD OF DIRECTORS

SECTION 6.1: MEETINGS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish the requirements for official meetings of the Board of Directors.

AUTHORITY

The meetings of the Board of Directors are authorized by Article VII of the Association's Bylaws.

POLICY

1. The Board of Directors shall meet quarterly, but may convene more or less frequently as the body itself may agree.
    1.1 The Executive Committee of the Board of Directors ("Board") may meet at such other times and places as necessary to conduct the business of the Association.
    1.2 Meetings held other than at the Annual Conference may be conducted via teleconference and/or other electronic means.
2. A majority of the voting membership of the body shall be necessary and sufficient to constitute a quorum for the transaction of business.
    2.1 In the event that a quorum of the Executive Committee of the Board cannot occur due to an officer vacancy; the extended absence of an officer; the incapacity of an officer; or the recusal of an officer, and a matter of extraordinary importance to the Association comes before the Executive Committee which requires immediate action between Board of Director Meetings, and provided that the absence of a quorum is unlikely to be cured within the time period necessary to address the item, the officers present may vote on the item and, if passed, it shall become a Significant Action in accordance with the procedures established in this Policy Manual.
3. The Executive Director shall meet with and serve as a member of both the Board of Directors and the Executive Committee in a non-voting capacity.
4. Copies of documents requiring officer signatures shall be provided to the Executive Committee for review a minimum of twenty-four hours prior to signing.

5. Candidates who have declared their intentions to stand for officer election and have submitted all required candidate documentation to the Executive Director may be included in Board of Director and Executive Committee meetings and teleconferences as observers.

    5.1 Candidates will be provided with agendas of upcoming meetings and any information needed to enable them to be an observer of the proceedings (i.e., time & place of meeting, teleconference procedures if applicable, etc.), as well as a copy of the approved summary minutes of all subsequent meetings. They may not however, attend executive sessions of the Board or Executive Committee, and no attempt will be made to include candidates via teleconference in any face-to-face meeting.

        5.1.1 An executive session shall be defined as any meeting or portion of a meeting where the topic of discussion involves personnel issues, legal issues, or other information that is confidential or proprietary to the Association. An executive session may be requested by a motion of a member and approved by a majority of the Board or Executive Committee. A vote by any of the foregoing authorized bodies to call an executive session constitutes a finding by the Association that the information discussed is confidential or proprietary to the Association.

6. Other members of the Association may attend meetings of the Executive Committee or the Board as observers.

    6.1 Association members attending as observers shall not be permitted to be present during any meeting designated as an executive session.

    6.2 The Association shall not be obligated to provide prior notice or documentation of agendas, etc., to members attending meetings of the Board of Directors or Executive Committee solely as observers.

7. The Immediate Past President who neither has a conflicting commercial interest which provides a significant portion of income nor is a full-time salaried employee of the Association is eligible to serve on the Executive Committee and the Board of Directors.

ARTICLE VI: BOARD OF DIRECTORS

SECTION 6.2: MINUTES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish a procedure for recording and retaining official minutes of meetings of the Board of Directors ("Board").

AUTHORITY

Meetings of the Board of Directors are authorized pursuant to Article VII of the Association's Bylaws.

POLICY

1. Minutes of all official meetings of the Board of Directors, including all meetings of the Executive Committee of the Board, shall be recorded.
2. The official minutes of the meetings of the Board of Directors will provide a permanent, written record of actions taken, decisions made, and a listing of items discussed.
3. The Executive Director shall designate a staff member to serve as clerk of record who will record the minutes of all meetings of the Board of Directors.
4. Minutes of all official meetings shall be reviewed and approved by the applicable body.
    - 4.1 At the conclusion of each meeting, within the time specified by the body, copies of the minutes taken shall be forwarded to each member.
    - 4.2 Each member of the body shall make any corrections necessary and return their corrections within ten (10) business days of receipt.
    - 4.3 The applicable body shall approve the minutes, as corrected, at their next meeting or at the first meeting at which the corrected minutes are available.
    - 4.4 Minutes of Executive Committee meetings shall be distributed to the Board of Directors as soon as practicable following the corrective step outlined in 4.2 above.
5. Official minutes of all meetings of the Board of Directors shall be retained for the life of the Association in compliance with the Document Retention and Destruction section of this Policy Manual.

Approved by the Executive Council: 08/14/2009
Removed by the Board of Directors: 01/23/2016

ARTICLE VI: BOARD OF DIRECTORS

[Section 6.3 has been omitted.]

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 09/16/2012; 05/09/2014; 09/27/2014

ARTICLE VI: BOARD OF DIRECTORS

SECTION 6.4: PROCEDURES FOR DECLARING OFFICER CANDIDACY

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish procedures for members to declare their candidacy for First Vice-President or Second Vice-President and for certifying their eligibility to do so.

AUTHORITY

Association members desiring to declare their candidacy for election to the offices of First Vice-President or Second Vice-President must satisfy certain minimum qualifications as defined in Article VIII of the Association's Bylaws and the requirements of this Section.

POLICY

1. The Credentials Committee shall certify that Association members desiring to declare their candidacy for the office of First Vice-President or Second Vice-President satisfy the minimum qualifications defined in the Association's Bylaws as well as the following:
   1.1. Possess the requisite Knowledge, Skills, and Abilities as defined in Appendix V;
   1.2. Have been a member for at least five (5) continuous years immediately preceding the election;
   1.3. Served at least two (2) years as an officer of a Chapter; and
   1.4. Have not previously served a full tenure on the Executive Committee of APCO International.
2. The time period for members to declare their candidacy shall be between October 15 and January 15.
3. Members desiring to declare their candidacy for the office of First Vice-President or Second Vice-President shall submit a statement of their qualifications in accordance with the procedures identified below. They may not officially declare their candidacy until certified as eligible by the Credentials Committee.
4. Members who have declared their candidacy for an opening for the First Vice-President or Second Vice-President and/or members who are considering a candidacy in the future should avail themselves of opportunities to enrich their knowledge of the issues affecting

public safety communications and their knowledge of Association operations. In addition to the recommended attendance at Annual Conferences, such members should consider:

4.1. Participating actively in Association committees and Task Forces, particularly those committees that are involved in helping to derive the Association's position on a variety of issues.

4.2. Attending Executive Council meetings as an observer. The Executive Council meets one time each year and said meetings are open to all members of the Association except during such time as they may go into "Executive Session." The number of observers may be limited by the availability of space.

4.3. Attending meetings of the Executive Committee and the Board of Directors ("Board") as an observer. While "declared candidates" are given special access to these meetings, any member of the Association may attend meetings of the Executive Committee and the Board of Directors except during such time as the Officers or Directors may go into "Executive Session". The number of observers may be limited by the availability of space.

5. Association members other than current Officers on the Board of Directors who satisfy all of the minimum requirements for office, as contained in the Association's Bylaws and this Section, and who desire to declare their candidacy for an opening as the First Vice-President or Second Vice-President, shall comply with the following procedure:

5.1. The member shall prepare the DECLARATION OF CANDIDACY contained in Appendix III herein.

5.2. The member shall discuss the candidacy with one's employer with a particular emphasis on the support required from the employer. The member shall obtain concurrence from said employer, as evidenced by the employer completing the EMPLOYER'S CONCURRENCE OF CANDIDACY contained in Appendix IV herein.

5.3. The member shall complete the KNOWLEDGE, SKILLS, AND ABILITIES POINT SHEET contained in Appendix V.

5.4. The member shall submit the candidacy documents described above to the Executive Director in any manner the candidate may find appropriate.

5.4.1. An original signature is required on each of these documents.

5.4.2. The signatures on each document shall be notarized in accordance with the laws of the state in which they reside.

5.4.3. The Executive Director must receive these documents not later than the close of business on January 15 of the year in which such members wish to declare their candidacy.

5.5. The Executive Director shall notify the members of the Credentials Committee in an appropriate manner, providing them with the candidacy documents described above.

5.6. The Executive Director shall prepare a separate notification addressed to the members of the current Executive Committee of the Board notifying them of the submittal of an application, the name of the member submitting the application, and the office being sought.

5.7. The Credentials Committee shall review the information provided by the Executive Director to ensure compliance with the requirements of the Association's Bylaws and this Section.

5.7.1. If the application is found to be lacking some required item of information, the Chair of the Credentials Committee shall contact the member in an attempt to satisfy all requirements.

5.7.2. If the applicant is found to be unqualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Executive Committee of the Board and the Executive Director that the member is not qualified.

5.7.3. If the applicant is found to be qualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Executive Committee of the Board and the Executive Director that the member is qualified to declare his/her candidacy for the indicated office.

5.8. Upon notification from the Credentials Committee that the applicant is eligible, such applicant may formally announce one's candidacy for the office indicated, may begin an active campaign, and may otherwise participate in all activities as a "declared candidate".

5.8.1. If at any time afterward, the candidate desires to withdraw his/her name from candidacy, he/she shall so notify the Executive Director. The Executive Director shall then notify the Executive Committee of the Board and the Credentials Committee of the withdrawal.

5.9. Upon notification from the Credentials Committee that the applicant is eligible, the Executive Committee of the Board shall add that member to the list of candidates appearing on all ballots for that office and shall otherwise afford the individual all rights and privileges of a candidate.

5.10. The Executive Director shall maintain the original copy of the candidacy documents on file for the duration of the member's tenure on the Board of Directors. Thereafter, those documents shall be handled in accordance with the Document Retention and Destruction section of this Policy Manual.

6. Current Officers on the Board of Directors desiring to declare their candidacy for the next higher office shall comply with the following procedure:

6.1. The Officer shall notify the Executive Director of the intent to declare candidacy for the next higher office. An e-mail submittal is interpreted as being in compliance with the requirement for a "written declaration."

6.1.1. The Officer is not required to submit a new DECLARATION OF CANDIDACY or KNOWLEDGE, SKILLS, AND ABILITIES POINT SHEET.

6.1.2. The Officer is not required to submit a new EMPLOYER'S CONCURRENCE OF CANDIDACY provided the "concurrence" on file is still current. If the member has changed jobs or some other action has affected the validity of the "concurrence" that is on-file and the member has not otherwise updated the "concurrence", then the member shall submit a new EMPLOYER'S CONCURRENCE OF CANDIDACY.

6.2. The Executive Director shall notify the members of the Credentials Committee of the Officer's intent to declare candidacy for the next higher office and stating that the EMPLOYER'S CONCURRENCE OF CANDIDACY on-file is current.

6.3. The Credentials Committee shall review the information provided by the Executive Director to ensure compliance with the requirements of the Association's Bylaws and this Section.

6.3.1. If the application is found to be lacking in some required item of information, the Chair of the Credentials Committee shall contact the Officer in an attempt to satisfy all requirements.

6.3.2. If the applicant is found to be unqualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Executive Committee of the Board and the Executive Director that the Officer is not qualified.

6.3.3. If the applicant is found to be qualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Executive Committee of the Board and the Executive Director stating that the Officer is qualified to declare candidacy for the indicated office.

6.4. Upon notification from the Credentials Committee that the applicant is eligible, the Executive Committee of the Board shall add that Officer to the list of candidates appearing on all ballots for that office and shall otherwise afford the individual all rights and privileges of a candidate.

7. In the event that there are no eligible candidates for an office and it becomes necessary to accept nominations from the floor at the Annual Conference, then the following procedure shall be followed:

7.1. To the extent that it is known that there are no eligible candidates prior to the beginning of the Annual Conference, the Executive Committee of the Board shall advertise this fact to the membership through notices in the official APCO magazine and by such other means they may find appropriate to generate an interest amongst the general membership for someone to declare their candidacy.

7.2. The President shall make an announcement during the opening event of the Annual Conference that nominations will be accepted from the floor during the First General Business Meeting.

7.3. During the First General Business Meeting, the President shall open the floor for nominations. Each nomination shall require the individual to declare an intent to seek office.

7.3.1. A member of the Annual Quorum shall make a motion nominating the individual for the specified office and such motion shall be seconded. The Annual Quorum shall not vote on the nomination.

7.3.2. The member shall be permitted to address the members of the Association during the First General Business Meeting in accordance with the Officer Election Procedures of this Policy Manual.

7.4. The Executive Committee of the Board shall cause the member's name to be added to the ballots used during the balloting period at the Annual Conference. Providing a place to "write-in" the candidate's name on the ballot together with providing appropriate instructions on how to cast such a "write-in" ballot shall be interpreted as satisfying this requirement.

7.5. Immediately following the First General Business Meeting, the Credentials Committee shall meet individually with any members nominated from the floor to ascertain their eligibility to declare their candidacy.

7.5.1. Candidates nominated from the floor must satisfy the requirements of the Association's Bylaws and this Section.

7.5.2. Candidates nominated from the floor must complete and submit all candidacy documents prior to the start of the Second General Business Meeting. Failure to do so will result in the candidate being declared ineligible and any votes cast for that member will not be counted. In this instance, candidates will be permitted to submit a facsimile copy of the document as evidence of their employer's support, however, will be required to submit a properly notarized copy with an original signature within 30 days after the closing of the Annual Conference.

7.5.3. If the applicant is found to be unqualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Executive Committee of the Board and the Executive Director that the member is not qualified. In this instance, any votes cast for the member during the balloting period shall not be counted.

7.5.4. If the applicant is found to be qualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Executive Committee of the Board and the Executive Director stating that the member is qualified to declare their candidacy for the indicated office. In this instance, any votes cast for the member during the balloting period shall be counted.

APPENDIX I

DESIRABLE ATTRIBUTES

The First Vice-President and Second Vice-President are Officers on the Board of Directors and as such are responsible for the operation of the world's leading public safety communications organization. To effectively serve the organization, candidates should consider their background, education, and experience with regard to the following desirable attributes:

1. Leadership Skills: The Association is a sizable not-for-profit corporation that has thousands of members and approximately 50 full-time employees. Many of the Association's members volunteer their time and talent toward helping the Association achieve its goals. Candidates should consider their ability to serve as a top-level executive of such an organization.
2. Budgeting Skills: The Association has a multi-million dollar annual budget supporting widely varied goals and objectives. Candidates should consider their ability to develop and administer such a budget.
3. Contracting Skills: Officers on the Board of Directors should be familiar with the development of contracts for goods and/or services to include negotiating such contracts. They also should be familiar with the administration and enforcement of such contracts.
4. Meeting Skills: Officers on the Board of Directors either conduct meetings or represent the Association in various meetings. Candidates should consider their inter-personal skills, negotiating skills, ability to work with a varied group of individuals, and ability to bring such a varied group to consensus.
5. Communication Skills: Officers on the Board of Directors represent the Association in a variety of ways. These may include speaking to both large and small groups of people; presenting the Association's viewpoint to elected and appointed officials both verbally and in writing; and preparing statements and articles for publication in magazines, newspapers, and other media. Candidates should consider both their public speaking and writing skills.
6. Ability to travel: Officers on the Board of Directors represent the Association at a variety of meetings and other functions. While most travel is to the Washington, DC, area, travel may be required to any part of the United States and, in some cases, to other countries.

APPENDIX II

TIME COMMITMENT

To effectively serve the Association, the Officers on the Board of Directors must dedicate a significant amount of time to the endeavor. In addition to frequent meetings with other Officers, members of the Board and with various Association committees to discuss matters of Association business, Officers are required to represent the Association at various meetings and functions held by others and to make presentations to the U.S. Congress and/or regulatory agencies. Candidates should consider the following:

1. Participation in the required meetings may consume various periods of time. Most are of one or two days in length; some are for an entire week; and a few are for a longer period of time. In some cases, different events will require travel during some part of each week for a period of several weeks.
2. Participation in the required meetings may require travel on Saturdays, Sundays, and/or Holidays.
3. To help minimize travel, some meetings may be conducted using telephone conference call facilities. Nonetheless, these meetings require time out of an Officer's day and may last for a period of two or more hours.
4. The scheduling of most of these meetings is not a matter that can be controlled by the Officer. The Officers, however, have some flexibility as to which Officer(s) should attend a specific meeting or function.
5. Officers on the Board of Directors are required to review large volumes of e-mail, regular mail, and other printed material. Officers are expected to respond to such material in a timely manner.
6. The commitment of time will extend over the entire period of time for which the Officer will serve. Normally, the time commitment is less while serving in the lower offices and increases as one moves upward toward becoming the Association's President. The time commitment for the President is significant.
7. In considering the time commitment, Association members should include an evaluation of how it will affect their normal job duties, how it will affect their employer, and how it will affect their family and loved ones.

APPENDIX III

DECLARATION OF CANDIDACY

[Note: The candidate declaration period is October 15 through January 15.]

PRINTED NAME: _____

MEMBERSHIP NUMBER: _____ CHAPTER: _____

E-MAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

OFFICE FOR WHICH I DESIRE TO BE A CANDIDATE: _____

FOR THE ELECTION OCCURING IN THE YEAR: _____

I certify that I have met or will meet the minimum qualifications for office, which include:

- a citizen of the United States
- a voting-eligible Member in good standing serving in a noncommercial capacity,
- a Member for the five (5) years immediately preceding the election;
- service of at least two years as an officer of a Chapter; and
- have not previously served a full tenure on the Executive Committee of APCO International.

I have read Appendix I (Desired Attributes) and fully understand the background, education, and experience necessary to serve as an Officer on the Board of Directors. I believe I possess most, if not all, of those desirable attributes.

I have read Appendix II (Time Commitment) and fully understand the time commitment required as an Officer on the Board of Directors and hereby commit to satisfying those requirements over the term of my office.

I have discussed my candidacy with my supervisor and/or manager including a discussion of the support required from my employer. My employer has acknowledged its willingness to provide that support as evidenced by the attached *EMPLOYER'S CONCURRENCE OF CANDIDACY.*

Furthermore, I attest that I have met or exceeded the minimum point thresholds as evidenced by the attached *KNOWLEDGE, SKILLS & ABILITIES POINT SHEET*.

Therefore, I hereby submit my name as a candidate for the office identified above for election in the year listed.

SIGNED: _____ **DATE:** _____

Attested to by …

NOTARY PUBLIC: _____ **COMMISSION EXPIRES**: _____

APPENDIX IV
EMPLOYER'S CONCURRENCE OF CANDIDACY

_____ has discussed the desire to declare candidacy for election as the First Vice-President or Second Vice-President of the Association of Public-Safety Communications Officials-International, Inc. (APCO International). As the candidate's employer, I am keenly aware of the value in APCO's mission and the honor of APCO service.

During our discussion, we reviewed the candidate's need for strong support from the employer to effectively serve as an elected Officer of the Association on the Board of Directors. This support includes, but may not be limited to, the following:

1. The commitment of a significant amount of time to the performance of one's duties as an officer of the Association. This may include travel away from the workplace, the cost of which will be paid by the Association and therefore is not a responsibility of the employer. It also may include time during the normal workday while at the workplace. The commitment of time will extend over the entire period that an individual serves as an Officer on the Board of Directors.
2. The need for the candidate to have access to telephone, facsimile, and mail services at the workplace during normal work hours. The Association will provide Officers reimbursement for these expenses, if needed.
3. The need for the candidate to have access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually. Since numerous messages may be received each day and some attachments may be large, it will be necessary for the candidate to have access to sufficient electronic storage space to handle the volume.
4. While typically limited, the candidate may need access to secretarial support for APCO-related business.
5. While the Association provides portable computer equipment to Officers, a candidate may need access to fixed computer equipment and a printer at the workplace.
6. Special arrangements may be needed to allow the candidate to complete his/her normal work. The Association may provide reasonable assistance in satisfying those arrangements. Such assistance should be discussed with the Association's Executive Director.

I hereby agree to provide the support identified above. I concur with my employee becoming a candidate for office in the Association and, if elected, serving a full term as an Officer on the Board of Directors of APCO International, Inc.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF AGENCY REPRESENTATIVE: _____

AGENCY NAME: _____

Attested by …
NOTARY PUBLIC: _____ **COMMISSION EXPIRES**: _____

Note: A fill-in form is available on APCO's website.

Candidate's Full Name

APPENDIX V

KNOWLEDGE, SKILLS & ABILITIES POINT SHEET

❖ A MINIMUM OF **25 POINTS** AS OUTLINED BELOW MUST BE ACHIEVED.

	ASSOCIATION AND WORK HISTORY EXPERIENCE [MUST HAVE 13 POINTS FROM THIS CATEGORY]		Years	Multi-plier	Avail. Points	
☐	Public Safety Employment - Current public safety or support agency employed or retired from same within last 12 months (5 points)				5	
☐	Association Committee, Special Committee or Task Force chair (2 points for each full year)	Years		2		
☐	Association Committee, Special Committee or Task Force member (1 point for each full year)	Years		1		
☐	Association Board member (regional/CAC representative) (3 points for each full year)	Years		3		
☐	Association Senior designation (2 points)				2	
☐	Association Life designation (3 points)				3	
☐	Association membership (.25 points credit given for every year after 5 full years)	Years **>5**		.25		
	TOTAL ASSOCIATION AND WORK HISTORY EXPERIENCE					
	CHAPTER EXPERIENCE [MUST HAVE 8 POINTS FROM THIS CATEGORY]					
☐	Chapter President (2 points for each full year) From _____ to _____	Years		2		
☐	Association Executive Council representative for the chapter (2 points for each full year) From _____ to _____	Years		2		
☐	Chapter Board member **List positions held below.* (1 point for each full year) From _____ to _____	Years		1		
☐	Chapter Senior designation (2 points)				2	
☐	Chapter Life designation (3 points)				3	
☐	Chapter Committee, Special Committee or Task Force chair (.5 points for each full year)	Years		.5		
☐	Chapter Committee, Special Committee or Task Force member (.25 points for each full year)	Years		.25		
	TOTAL CHAPTER EXPERIENCE					

PROFESSIONAL/INDUSTRY ACHIEVEMENTS						
☐	Registered Public-safety Leader-RPL (2 points)				2	
☐	Emergency Number Professional-ENP (1 point)				1	
☐	Communications Unit Leader-COML (1 point)				1	
☐	Communications Technician-COMT (1 point)				1	
☐	Executive-Level Intensive Management Course (3 Points) Examples Include: School of Police Staff & Command, Northwestern University, IL Southern Police Institute, University of Louisville, KY Federal Bureau of Investigations National Academy (FBI NA) National Fire Academy Executive Fire Officer Course				3	
☐	Certified Emergency Manager-CEM (1 point)				1	
☐	Other Equivalent Professional/Industry achievements (1 point) *Explain below.				1	
	TOTAL PROFESSIONAL/INDUSTRY ACHIEVEMENTS					
EDUCATIONAL ACHIEVEMENTS: **Choose only the highest level obtained.** [AWARDED BASED ON HIGHEST LEVEL ACHIEVED]						
☐	Associate's Degree (1 point)				1	
☐	Bachelor's Degree (3 points)				3	
☐	Master's Degree (5 points)				5	
☐	PhD or Professional Degree, e.g., law or medicine (7 points)				7	
	TOTAL EDUCATIONAL ACHIEVEMENTS					
TOTAL POINTS						

* ADDITIONAL INFORMATION

Note: A fill-in form is available on APCO's website.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 12/01/2011; 01/14/2017

ARTICLE VI: BOARD OF DIRECTORS

SECTION 6.5: OFFICER ELECTION PROCEDURES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish procedures for the election of the First Vice-President and Second Vice-President.

AUTHORITY

The process for election of the First Vice-President and Second Vice-President is authorized in accordance with Article VIII of the Association's Bylaws.

POLICY

1. The incoming First Vice-President, and Second Vice-President shall be elected by a simple majority vote of the Association's members casting ballots in accordance with the following procedures as established by the Board of Directors.
2. Voting Procedures via "Electronic Ballot"
    - 2.1 The Association staff will establish a secure and confidential electronic system to allow members who are eligible to vote to cast their ballots electronically for those individuals running for the Executive Committee of the Board of Directors under both multiple and single candidate elections.
    - 2.2 The electronic voting will be available for at least 30 days prior to the Second General Business Meeting to allow members to vote who will not be present at the Annual Conference.
3. Voting Procedures at the Annual Conference
    - 3.1 Candidates for First Vice-President and Second Vice-President shall be allowed to address the members of the Association during a General Business Meeting held at the Annual Conference provided that such General Business Meeting shall be held at least 24 hours prior to the close of the initial balloting period. Candidates and/or their representatives shall be granted no more than six (6) minutes to make their comments. In the event that a "run-off" election is required for any office, no additional opportunity to address the Membership Quorum will be granted.

3.2 Association office staff shall select an appropriate location within the Annual Conference venue at which to establish the “voting booth”. Such location shall be readily accessible to all voting-eligible members attending the Conference and shall be publicized within the Conference Program. Provisions shall be made to allow members not otherwise registered to attend the Annual Conference an opportunity to access the “voting booth” and to cast their ballot.

3.3 The “voting booth” shall be open and available for members to cast their ballots from the opening of the Annual Conference for designated periods of time up until two (2) hours before the start of the Second General Business Meeting at which the election results will be announced. The specific hours shall be determined by Association office staff to be in blocks of not less than two (2) hours between the hours of 8AM-5PM. The specific times shall be published in the Conference schedule distributed to all attendees and shall also be posted at conspicuous locations within the conference venue.

3.4 The Chair of the Credentials Committee, together with at least two other members of the Credentials Committee, shall obtain and review the voting results.

3.4.1 Each candidate will be allowed to have one representative witness present during the tabulation of the voting results.

3.5 The results of the election for each office shall be announced during the Second General Business Meeting, as such meeting is defined in the Membership Quorum section of this Policy Manual. In the event none of the candidates for a particular office have received a majority of the votes cast, then a run-off election shall be conducted during the Second General Business Meeting.

3.5.1 The ballot count for the election will be reported to the Quorum.

3.6 In an election where there is a single candidate, failure to gain a majority of the votes cast shall cause the election to be lost and the position to be declared vacant.

4. Voting procedures for a “run-off” election

4.1 If no candidate for a given office receives a simple majority of the vote, then a “run-off” election shall be conducted. The “run-off” election shall be conducted during the Second General Business Session.

4.2 If more than two candidates ran for the office in which no single candidate received a majority of the votes, then that candidate receiving the least number of votes shall be eliminated from further consideration. If only two candidates are in contention, then both candidates shall continue through the “run-off” election process.

4.3 Persons attending the General Business Session where a “run-off” election is required shall be divided into two groups and seated in separate sections of the meeting room by members of the Credentials Committee. The first group shall consist of all members eligible to vote without regard to their having voted during the initial cycle of voting (either by “Electronic Ballot” or in-person at the Annual Conference). The second group shall consist of all other persons in attendance. To be seated in the “voting eligible” area, members shall show a “government-issued” identification card having a picture (e.g. driver’s license, agency ID card, etc.) or otherwise be identified by name and shall show a current APCO membership card, show a Conference Registration Badge which indicates the membership category and membership number, or be verified against a list of members eligible to vote. If necessary, Association office staff shall make such a list of voting-eligible members available to the Credentials Committee.

4.4 A count of members eligible to vote shall be made for the purpose of determining the size of the Membership Quorum.

4.5 Ballots shall be distributed to all members eligible to vote. Voting shall begin after all eligible members have received a ballot. The ballots used during each cycle of a “run-off” election may be either “unused ballots” from the initial cycle of balloting or blank pieces of paper. Members should be instructed to vote only for the appropriate candidates.

4.6 Members shall be granted up to two minutes to mark their ballot in secret.

4.7 The ballots shall be collected by members of the Credentials Committee who then shall retire to a private room for purposes of counting the ballots.

4.8 The Chair of the Credentials Committee shall report the results of the ballot count.

4.9 If no candidate receives a simple majority of the votes, then the “run-off” process shall continue with Paragraph 4.2 above through another cycle.

4.10 If there are no challenges to the voting results and upon the completion of any “run-off” election, the Chair of the Credentials Committee shall make a motion to destroy all ballots.

5. Upon installment or appointment and throughout one’s tenure on the Executive Committee of the Board of Directors, no such person may occupy any chapter-related officer posts.

6. Nepotism

6.1 No member of the Board of Directors shall be a paid employee, consultant or contractor of the Association, except the Executive Director in an ex-officio role.

6.2 If an individual wins election or is appointed to the Executive Committee or the Board of Directors and has a close personal relative who is a paid employee, consultant or contractor of the Association, then the relative will resign such post immediately following the swearing-in ceremony. Such person may re-apply for employment or re-engage in the provision of services for the Association at the end of the related individual's term in office.

6.3 A close personal relative is defined in Section 2.14; Conflict of Interest; paragraph 1.4; Family, of this Policy Manual.

ARTICLE VI: BOARD OF DIRECTORS

SECTION 6.6: IMPEACHMENT PROCESSING PROCEDURES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To define the procedures to be followed after a member of the Board of Directors is accused of improper conduct.

AUTHORITY

A member of the Board of Directors may be removed from office as authorized in Article VII of the Association's Bylaws.

POLICY

1. Impeachment is the process by which accusations of misconduct are filed against a member of the Board of Directors of the Association. The word "impeachment" implies only an accusation, which then must be investigated and adjudicated through a careful process that protects both the interests of the Association and the rights of the individual.
2. A member of the Board of Directors may be impeached for reasons of malfeasance (an act that is positively unlawful), misfeasance (the doing of a lawful act in an unlawful or improper manner), or nonfeasance (failure to perform a duty) of duty or for committing such other act(s) which brings significant discredit upon the Association.
3. Persons, either members of the Association or other persons, may accuse a member of the Board of Directors of misconduct by submitting a written accusation to the Executive Director of the Association at APCO Headquarters. Such written accusation shall be as specific as possible.
4. Upon receipt of the written accusation, an investigation of the accusations shall be conducted as follows:
    - 4.1 The Executive Director shall immediately notify the accused and the other members of the Board of Directors of the accusations.
    - 4.2 The Senior Member of the Board of Directors not accused shall appoint an "Investigation Committee" consisting of three Past Presidents of the Association at least two of whom shall not have served on any Board of Directors with the accused.

4.3 The Investigation Committee shall review the facts and circumstances related to the accusations and shall draw conclusions as to the merit of the accusations. The Investigation Committee shall prepare a written report on its findings to include a specific recommendation as to whether the director should be impeached. The report shall be presented to the Board of Directors, the Executive Director, the accused, and the accuser.

4.4 If the Investigation Committee finds that the accusations are without merit and, therefore, does not impeach the director, then the matter is settled and no further action is required, except that the accuser shall be permitted to appeal the report of the Investigation Committee to the Senior Member of the Board of Directors.

4.5 If the Investigation Committee finds that the accusations are with merit and, therefore, impeaches the director, then the Executive Director shall immediately notify the Board of Directors that the director has been impeached. The Executive Director shall forward a copy of the accusation and the report of the Investigation Committee to each member of the Board of Directors by U.S. Mail or other appropriate means. Members of the Board of Directors shall hold the report and all other communications regarding the impeachment in the strictest confidence.

4.6 The Senior Member of the Board of Directors not impeached shall immediately suspend the member(s) impeached.

4.7 The Senior Member of the Board of Directors not impeached shall advise the accused that he/she has a right to legal counsel during the course of the impeachment process. Such legal counsel, if obtained, shall be at the sole expense of the accused. The Association's Legal Counsel shall not serve as the legal counsel to the accused due to the potential conflict of interest from also representing the Association in this matter.

4.8 The Senior Member of the Board of Directors not impeached shall schedule a meeting of the Board of Directors to occur not less than thirty (30) days and not more than sixty (60) days after the date the Investigation Committee submits its report impeaching the director except that a longer period of time is permitted upon a majority vote of the Board of Directors and the consent of the accused. In scheduling this meeting, the Senior Member shall provide the Board of Directors a minimum of thirty (30) days notice of the time and place for the meeting. This notification is to allow Directors time to make appropriate arrangements for their own attendance. The cost of travel to/from the meeting, lodging, and per diem for the Board of Directors, for the Chair of the Investigation Committee and for the Association's Legal Counsel shall be the responsibility of the Association subject to the Association's travel policy. The cost of travel to/from the meeting, lodging, and per diem for the accuser shall be his/her individual expense. The cost of travel to/from the meeting, lodging, and per diem for the accused and his/her legal counsel shall be his/her individual responsibility except that if the accused is not removed from office by the Board of Directors and is not otherwise censured for misconduct, then such expenses shall be reimbursed by the Association in accordance with the Association's travel policy.

4.9 The Board of Directors meeting shall be held in "Executive Session" with attendance restricted to members of the Board of Directors, the Chair of the

Investigation Committee, the accused, the accuser, Legal Counsel for the Association, legal counsel for the accused, and the Executive Director.

4.10 The Board of Directors shall review the written report of the Investigation Committee and make such inquiry, as it deems appropriate.

4.11 The accuser shall be permitted to make comments on the reasons for his/her accusations and to make comments regarding the report prepared by the Investigation Committee.

4.12 The accused shall be permitted to make comments in his/her defense and to question the accuser and the Chair of the Investigation Committee. The accused's legal counsel may make comments and ask questions, as appropriate.

4.13 The Board of Directors shall vote by secret ballot on a motion to remove the accused from office. To pass, the motion must receive a two-thirds (2/3) vote of the entire Board of Directors.

4.14 The Board of Directors also may vote to "censure" the director upon a finding that the accused committed the act contained in the impeachment but such act was not of a severity to warrant removal from office. Such vote to "censure" shall be by secret ballot and require a majority vote of the Board of Directors members in attendance at the meeting.

4.15 In the event the Board of Directors votes to remove the director from office, the President shall cause to be published in the next feasible issue of the official APCO magazine a statement that the director had been removed from office for cause as determined by the Board of Directors. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.

4.16 In the event the Board of Directors votes to "censure" the director, the President shall cause to be published in the next feasible issue of the official APCO magazine a statement that the director had been "censured" for cause as determined by the Board of Directors. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 09/16/2012

ARTICLE VI: BOARD OF DIRECTORS

SECTION 6.7: OFFICER CAMPAIGN PROCEDURES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish acceptable activities for members running for an elected Officer of the Association.

AUTHORITY

Officers of the Board of Directors are elected in accordance with Article VIII of the Association's Bylaws and this Policy Manual.

POLICY

1. The following procedures shall apply during a candidate's campaign prior to the Annual Conference.
    - 1.1 Upon request of a candidate, APCO Headquarters will provide a mailing list suitable for preparing mailing labels once per election cycle.
        - 1.1.1 If a database is provided, it shall be subject to all conditions and restrictions specified by APCO to prevent unauthorized use or dissemination.
    - 1.2 Candidates are encouraged to submit articles for publication in the official APCO magazine.
2. The following procedures shall apply at the Annual Conference.
    - 2.1 There will be no restriction on campaign literature at the Annual Conference, however, hotel and convention center policies must be adhered to.
        - 2.1.1 Candidates will have the option of a booth at no cost to display literature at the Annual Conference to be torn down once voting has closed.
    - 2.2 Registration packet "stuffers" are limited to one item. It is the responsibility of the candidate to arrange to have the item placed in the packets.
    - 2.3 Personal and/or Chapter funds may be used for hospitality suites. No funds derived from any commercial interest may be used. Hospitality rooms shall be coordinated with the Conference Director.

Approved by the Executive Council: 06/15/2009
Amended by the Executive Council: 08/18/2015; 08/11/2017

ARTICLE VI: BOARD OF DIRECTORS

SECTION 6.8: REGIONAL REPRESENTATIVES

[Changes are subject to approval by a simple majority of the Executive Council.]

PURPOSE

To establish selection procedures for the Regional Representatives on the Board of Directors.

AUTHORITY

The selection of a Regional Representative to the Board of Directors ("the Board"), pursuant to Article VII of the Association's Bylaws, shall be in accordance with the following procedure.

POLICY

1. Nomination Process
    1.1. One Regional Representative to the Board shall be selected each year from each Region to a two-year term and shall serve no more than four consecutive years.
    1.2. In accordance with the Bylaws, eligibility is restricted to Executive Council members currently serving or those who have left the Council in good standing within the last two years from each Region unless succeeding themselves on the Board. Only one person from a Chapter may serve as a Regional Representative on the Board at any one time. Each Chapter is entitled to one vote in the selection of Regional Representatives. Once installed, such Regional Representatives shall cease service on the Executive Council throughout their term or terms on the Board.
        1.2.1. Nothing in this paragraph precludes an incumbent serving as Regional Representative from being challenged at re-election time by the Chapter's representative selected to succeed such person on the Executive Council.
        1.2.2. Nothing in this paragraph precludes a person, after having completed service as a Regional Representative, from being eligible again for selection as the Chapter's representative on the Executive Council.
    1.3. The nomination for Regional Representative shall include submission of all of the following:
        1.3.1. A statement identifying the member's qualifications and interest in service (not to exceed 300 words);

1.3.2. A signed *Expectations of Service* in Appendix I; and

1.3.3. A signed *Employer's Concurrence of Candidacy* in Appendix II.

1.4. The Executive Director must receive all nominations no later than July 10 of the year in which the candidate is seeking selection.

1.5. The Executive Director will post all nomination materials in the same manner as the agenda and other business items at least ten days prior to the start of the next Executive Council meeting that follows the close of nominations.

1.6. Only those current Executive Council members or those who have left the Council in good standing within the last two years filing complete nomination packages by the above deadline will be eligible to stand for election within their Region. If no member within a Region files a complete nomination package by the deadline, only then shall nominations from that Region be accepted from the floor.

1.7. Members may not seek election (or re-election) to Regional Representative in the same year that they are candidates for an office on the Executive Committee of the Board.

2. Selection Procedure

2.1. The presider at the Executive Council meeting shall designate a period in which Executive Council members will caucus by Regions to elect their Regional Representatives.

2.2. The current Regional Representative whose term does not expire in that year shall serve as proctor of the caucus election for his/her region. In the event such Regional Representative is unavailable, a member of the Executive Committee of the Board shall proctor the election.

2.3. The proctor of the caucus election will give each properly nominated candidate in turn, based on alphabetical order by last name, up to two minutes to present their qualifications. The proctor shall remain neutral throughout the deliberations and offer no opinions as to the relative merits of the candidates.

2.4. If no nominations were filed by the above deadline, then the proctor will accept nominations from the floor at the beginning of the caucus. Nominations do not have to be seconded, however, nominees will have to sign the Expectations of Service in Appendix I before the election may proceed. The proctor will then allow such nominees to present their qualifications in the same manner as 2.3 above. A signed *Employer's Concurrence of Candidacy* in Appendix II, if applicable, shall be submitted to the Executive Director no later than 30 days following the Regional Representative's election.

2.5. Following all nominee presentations, the proctor will conduct the election by secret ballot of all Executive Council members in the Region that are present for the caucus. Each member may only vote once per round of balloting for each available position, which normally is one. Votes are permitted to be cast by alternates or proxies from the same Region who have been duly recognized by the Management Committee and serve for the totality of the Executive Council meeting.

2.6. If no candidate receives a simple majority of the caucus vote on the first ballot, then a "run-off" election shall be conducted.

2.6.1. If more than two candidates had run for the post in which no single candidate received a majority of the votes, then that candidate receiving the least number of votes shall be eliminated from further consideration.

2.6.2. If more than one candidate is tied for receiving the least number of votes yet at least two other candidates remain in contention by having received a higher number of votes, then all such tied candidates receiving the least number of votes shall be eliminated from further consideration.

2.6.3. If after the second ballot, three or more candidates remain in contention with none having received a simple majority, then this "run off" process shall continue through additional cycles.

2.6.4. Any two-way tie shall be broken by declaring a win for the candidate winning the best of three coin tosses.

2.7. The proctor of each caucus election shall report the results to the presider of the Executive Council meeting who shall announce the results prior to the adjournment of the Executive Council. Any challenges to the voting results must be made prior to adjournment.

2.8. Upon installment or appointment and throughout one's tenure on the Board of Directors, no such person may occupy any chapter-related officer posts.

3. Vacancy. A vacancy occurring other than a temporary vacancy expected to last less than 90 days, or a vacancy occurring less than 90 days prior to expiration, shall be filled by a caucus of the applicable Region using selection procedures similar to 2 above, except the proctor may convene the caucus by teleconference or similar means with at least ten days' notice. Time spent completing the unexpired term which totals 12 months or more shall count against the term limit specified in the Bylaws, but anything less than 12 months shall not count against the term limit.

4. Removal. Any Regional Representative may be removed on the basis of any of the following:

4.1. Malfeasance, misfeasance, or nonfeasance of duty, or for committing an act that brings significant discredit to the Association. Such removal shall be decided by following the Impeachment Processing Procedures of the Policy Manual.

4.2. More than one unexcused absence from a scheduled Board meeting during the year as determined by the Executive Committee with a concurrence vote by a simple majority of the Board of Directors.

4.3. A vote of "removal for cause" rendered by at least two-thirds of the entire Region's Executive Council members based on documented violations of the Expectations of Service in Appendix I.

4.3.1. Such a "removal for cause" petition must be filed with the Executive Director by at least three Executive Council members from the Region or a simple majority of the Board of Directors. The written complaints in the petition must be confined to violations of the Expectations of Service.

4.3.2. Upon receipt of the "removal for cause" petition, the Executive Director shall immediately notify the accused and the other Executive Council members in the Region. The Executive Director shall also notify the remaining members of the Board of Directors on a "for information only" basis.

4.3.3. The accused, at his/her option, has ten business days in which to issue a written rebuttal to the complaints in the petition, which the Executive Director shall immediately forward to the same parties listed in 4.3.2.

4.3.4. The other Regional Representative from the same Region who was not named in the petition, if applicable, shall proctor a meeting of the Executive Council members of the Region to be scheduled within thirty days of receipt of the petition and based on at least ten days notice to all parties. Such meeting can be conducted by teleconference or other means. It may be proctored by the Association President or another member of the Executive Committee of the Board designated by the President should the Regional Representative not be available, declines to proctor the meeting, or is judged by the President to not be impartial.

4.3.5. The meeting in 4.3.4 shall culminate in a vote on the “removal for cause” issue. A petition that receives a two-thirds affirmative vote of the entire Region’s Executive Council members will result in the accused’s removal from the Board. If the petition is not approved, a “removal for cause” petition may not be filed against the same Regional Representative for at least 180 days from the date of the vote.

APPENDIX I
EXPECTATIONS OF SERVICE TO THE APCO BOARD OF DIRECTORS

I, the undersigned, as a Regional Representative to the APCO Board of Directors will:

1. Secure the written approval of my employer (see Appendix II) to enable me to faithfully discharge my responsibilities [Note: This requirement is waived for a retired member.];
2. Commit to carry out my full term of service and participate in all scheduled meetings, either in person or by teleconference;
3. Schedule routine teleconferences to discuss concerns/issues with individual Chapter representatives in my Region;
4. Develop a communications strategy to solicit the views of the Chapters in my Region prior to Board meetings and to push information back out to the Chapters following Board action;
5. Give strong deference to each and every Chapter of my Region as the conduit on the Board to all Chapters in my Region, not just my own, and represent those Chapters and their issues as appropriate; and in concert with what is best for APCO International;
6. Exercise independent judgement with the care an ordinarily prudent person in a like position would exercise and in a manner reasonably believed to be placing the best interests of APCO International over that of one's Chapter, Region or own personal interest.
7. Be intellectually flexible enough to take a stand during deliberations, but ultimately support the consensus of the Board so as not to undermine the Association's position or create needless confusion;
8. Pay special heed to carry forward the concerns of individual Chapters in my Region that convey a disparate impact over a matter before the Board;
9. Review all supporting documents in advance so as to be well informed and actively engaged in Board meetings;
10. Handle sensitive issues/discussions as confidential and/or proprietary to not violate the Board's trust; and
11. Be a fully active and engaged participant of the Board of Directors and so committed as to assert that more than one unexcused absence from a scheduled Board meeting during the year is grounds for my removal.
12. Be willing to serve and assist the Executive Committee as a representative of APCO International at events within your region or elsewhere as requested.
13. Occupy no chapter-related officer posts.

_____ _____

Signature of Nominee Date

APPENDIX II

EMPLOYER'S CONCURRENCE OF CANDIDACY
Regional Representative to the APCO Board of Directors

[Note: This requirement is waived for a retired member.]

_____ has discussed the desire to seek election as Regional Representative to the Board of Directors of the Association of Public-Safety Communications Officials-International, Inc. (APCO). During our discussion, we reviewed the Expectations of Service and understand the support the employer may be required to provide from time to time to support this candidate's effective service as a Regional Representative to the APCO Board of Directors.

As the candidate's employer, I recognize the mutual benefits of service to one's profession and pledge my support of the candidate's Board service, which may include, but may not be limited to, the following:

1. Service for typically a two-year term with the option for one renewal term.
2. Attendance at minimally four meetings per fiscal year of typically one day's duration for which two or more may require out-of-state travel that is fully reimbursable by APCO. Such meetings are typically scheduled months in advance, though special meetings may be called on shorter notice. The opportunity to participate in any meeting by web conference or through toll-free phone access will always be an option, though when scheduled as a face-to-face gathering, attendance at the meeting in person is preferable.
3. Investment of modest amounts of time on an ongoing basis to stay current with APCO activities and to communicate with representatives of APCO chapters in the region.
4. Access to email, telephone, facsimile, mail and Internet services at the workplace during normal work hours with APCO prepared to reimburse any use for Association business as needed.
5. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually.
6. During Board deliberations, the candidate is obliged to put the professional interests of APCO first and represent all chapters of the region equally well and to show appropriate loyalty and fidelity to decisions arrived at by the Board.
7. Notwithstanding the commitments noted above, APCO understands that certain responsibilities of the candidate to his/her employer may need to take precedence and APCO will provide reasonable assistance in supporting such arrangements.

I hereby agree to provide the above support of my employee if elected to serve as a member of the Board of Directors of the Association of Public-Safety Communications Officials-International, Inc.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF SUPERVISOR: _____

EMPLOYER NAME: _____

Approved by the Board of Directors: 05/06/2015
Amended by the Board of Directors: 09/12/2015; 01/23/2016; 05/18/2016; 09/16/2017

ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES

SECTION 7.1: PROVISIONS AND STATUS ASSIGNMENTS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To provide for the establishment of committees and task forces to advise the Board of Directors with regard to the operation of Association subsidiaries, departments or programs.

AUTHORITY

In accordance with Article VII of the Association's Bylaws, the Board of Directors is authorized to create Standing and Designated Committees. The elected Executive Committee of the Board of Directors is authorized to create Special Committees, Advisory Committees and Task Forces and to appoint Group Leaders in accordance with this Article.

POLICY

1. For purposes of this Article, Committees are assigned a specific status:
    1.1. Exempt: Exempt committees are not subject to compliance with the Committee Service rules that are contrary to those rules specific to the exempt committee as noted in the Policy Manual.
        1.1.1. Exempt Committees
            1.1.1.1. Agency Training Program Committee
            1.1.1.2. Automated Frequency Coordination (AFC) Advisory Committee
            1.1.1.3. Commercial Advisory Council
            1.1.1.4. Conference and Exhibition Committee
            1.1.1.5. Credentials Committee
            1.1.1.6. Finance & Budget Committee
            1.1.1.7. Institute Advisory Committee
            1.1.1.8. Investments Committee (per 2.16 of this Policy Manual)
            1.1.1.9. Management Committee
            1.1.1.10. PSFA Advisory Committee
            1.1.1.11. Standards Development Committee

1.1.1.12. Strategic Planning Committee

1.1.1.13. Telecommunicator Emergency Response Teams (TERT) Committee (reconstituted under the NJTI, LLC)

1.2. Non-Exempt: a committee that is subject to the approved Committee Service Rules.

1.2.1. Non-Exempt Committees

1.2.1.1. Awards Committee

1.2.1.2. Bylaws Committee

1.2.1.3. Cybersecurity Committee

1.2.1.4. Editorial Committee

1.2.1.5. Historical Committee

1.2.1.6. Member Chapter Services Committee

1.2.1.7. ProCHRT Committee

1.2.1.8. Professional Development Event Committee

2. Service Rules for Non-Exempt Committees

2.1. A Committee Chair or Vice-Chair may not Chair or serve on any other non-exempt committee concurrently. Chairs and Vice-Chairs may not serve on subcommittees of any non-exempt committee.

2.2 Committee Term Limits. To manage the availability of committee assignments and ensure new members are given committee work opportunities the following term limits are established for non-exempt committees:

2.1.1. A member may serve on a specific non-exempt committee for no more than four (4) continuous years unless otherwise allowed for in the Policy Manual.

2.1.2. A member may apply to serve on the same non-exempt committee again after a two (2) year break in service.

2.1.3. A member selected to serve as Chair or Vice-Chair for any non-exempt committee may serve up to three (3) years as Chair or Vice-Chair of the non-exempt committee, subject to a maximum of five (5) consecutive years of committee service. After the five (5) years of service has been completed, the member will not be eligible to serve on the same non-exempt committee again, in any capacity, until they have completed a two (2) year break in service for the committee.

3. Waivers for Non-Exempt Committees

3.1. A waiver of term limits is available under specific circumstances to non-exempt committees to waive specific sections of the Committee Service Rules. Waivers must be submitted on the Committee Waiver Form. Waivers shall only be granted for certain specified reasons (such as an in-progress project that a member is integral to its completion) by the current Committee Chair, through the Group Leader, to the Group Leader Chair. If recommended for approval by the Group Leader and the Group Leader Chair, a waiver is then submitted as a formal recommendation to the Executive Committee. Waivers will be reviewed on a case-by-case basis and will only be approved for a one year term.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 09/22/2013; 05/09/2014; 05/06/2015

ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES

SECTION 7.2: ADVISORY COMMITTEES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To provide for the establishment of advisory committees to advise the Board of Directors with regard to the operation of Association subsidiaries, departments or programs.

AUTHORITY

The Executive Committee of the Board of Directors is authorized to create Advisory committees in accordance with Article VII of the Association's Bylaws.

POLICY

1. The Executive Committee of the Board of Directors ("Board") may create Advisory Committees to assist in the management and function of a subsidiary, department or program.
   - 1.1 The composition of each such Advisory Committee shall be defined in the Policy and Procedures Manual for that Advisory Committee.
     - 1.1.1 The Executive Committee of the Board shall establish a plan for appointing members to each Advisory Committee that provides for both a continuity of participation from year-to-year for purposes of maintaining a historical perspective of the committee's activities and for the introduction of new members for the purpose of attaining a fresh perspective.
     - 1.1.2 Individuals may serve successive terms if so appointed.
   - 1.2 To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, any Committee listed in the Appendix of this section shall be considered an "Advisory Committee".
2. The Executive Committee of the Board shall cause a set of goals and objectives to be established for each Advisory Committee at the beginning of each fiscal year.
3. The Executive Committee of the Board shall provide monies in the annual budget to permit at least two meetings of each Advisory Committee of which one such meeting may be held in person in conjunction with the Annual Conference.

4. The Executive Committee of the Board may also appoint Advisory Committees to provide ongoing advice over major areas of programmatic activity. Such Committees shall operate in a manner comparable to the requirements of Special Committees and Task Forces in this Policy Manual, except such Advisory Committees do not have to be of limited duration.

APPENDIX

The following is a list of Advisory Committees:

AFC Advisory Committee – Advise AFC in fulfillment of its mission of providing frequency coordination services for public safety spectrum.

Institute Advisory Committee – Advise the Institute in fulfillment of its mission to provide training and support to the public safety communications community.

PSFA Advisory Committee – Advise the PSFA in fulfillment of its mission of providing financial and technical support to the public safety communications community.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 07/30/2010, 09/24/2011, 06/07/2012, 05/15/2013; 09/22/2013; 05/09/2014; 05/06/2015; 01/23/2016; 05/18/2016

ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES

SECTION 7.3: STANDING COMMITTEES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To provide for the establishment and staffing of certain required committees (to be known as Standing Committees) of the Association to advise the Board of Directors with regard to issues of operation of the Association and/or significant issues affecting the public safety community.

AUTHORITY

The Board of Directors is authorized to create Standing committees in accordance with Article VII of the Association's Bylaws.

POLICY

1. The Board of Directors shall establish at the beginning of each fiscal year the Standing Committees identified in this Section.
    1.1. The Executive Committee of the Board shall establish and implement a procedure for seeking volunteers to serve on Standing Committees. Such procedure shall include a notification process to eligible persons encouraging them to volunteer for committees.
        1.1.1. Members may be appointed from any membership category, except as may be otherwise restricted herein for a particular committee. Individuals who are not members of the Association may be appointed when they have the potential for making a significant contribution to the function of the committee.
        1.1.2. Once the annual committee volunteer sign up is closed, the Group Leaders and APCO Staff Liaison will send the Committee Chairs the list of volunteers in the following manner:

1.1.3. The list of members selecting the committees as their first choice will be sent to Committee Chairs with a due date no later than 10 days for their selections.

1.1.4. After the first round of selections by the Chairs, a second list will be sent to the Chairs to include all of the members that were not selected for their first choice along with second preferences with a due date no later than ten (10) days for their selections.

1.1.5. The second round will include which members were selected to committees during the first round.

1.1.6. After the second round of selections by the Chairs, a third list will be sent to the Chairs to include all of the members that were not selected for their first and second choice along with third preferences with a due date no later than seven (7) days for their selections.

1.1.7. The third round will include which members were selected to committees during the prior rounds.

1.1.8. Preference will be given to RPL graduates and may also be given to other members that were not selected to any committee during the first or second rounds.

1.1.9. By the final round any remaining RPL graduates will be placed on at least one committee in view of the service commitments associated with their certification.

1.1.10. All selections shall be completed by June 15 and submitted to the Group Leaders for final approval.

2. Appointment of a “Chair” for each Standing Committee shall be at the discretion of the First Vice President subject to concurrence by a majority vote of the remaining members of the Executive Committee of the Board.

   2.1 The “Chair” of each committee shall be a member of the Association in good standing in the “Full Member” category.

   2.2 The “Chair” of each committee shall have served at least two (2) years within the previous five (5) years on the committee.

   2.3 In the event none of the qualified members of a committee are willing or able to serve as “Chair”, then the Executive Committee of the Board shall seek the advice of the relevant Group Leader in the selection of another member to serve as “Chair”.

3. The “Chair” of each Standing Committee shall be empowered to:

   3.1 Divide the committee into sub-committees, workgroups, or other sub-divisions as a means of furthering the business of the committee with notification to the Group Leader of such assignments.

   3.2 Exclude the participation of any committee member in the activities of the committee when, in the Chair’s opinion, a conflict-of-interest will exist. The Chair should discuss this with the affected member and, if there is disagreement, seek the advice of the relevant Group Leader and/or the Executive Committee of the Board.

3.3 Appointment of a “Vice-Chair” for any committee is required and shall be at the discretion of the Chair subject to the approval of the Group Leader.

3.4 A “Vice-Chair” of each committee shall have served at least one (1) year within the previous five (5) years on that committee.

3.5 In the event none of the qualified members of a committee are willing or able to serve as “Vice-Chair”, then the Chair shall seek the advice of the relevant Group Leader in the selection of another member to serve as “Vice-Chair”.

4. The Executive Committee of the Board shall cause a set of goals and objectives to be established for each Standing Committee at the beginning of each fiscal year.

   4.1 The Chair of each Standing Committee shall submit a report twice each fiscal year identifying progress towards completing the committee’s goals and objectives. Such report shall be submitted to APCO Headquarters and reviewed by the Executive Committee of the Board.

5. The Executive Committee of the Board shall provide monies in each year’s budget to support each Standing Committee’s activities. The Executive Committee shall have sole discretion in determining an appropriate amount subject to an override of such decision by the Board of Directors.

   5.1 In general, the Chair shall have the authority to expend those funds approved by the Executive Committee of the Board for the committee’s budget with the following exception:

      5.1.1 Prior to the requested travel taking place the Chair shall submit to the Executive Committee of the Board through the relevant Group Leader a travel request memo detailing the goals and objectives that will be accomplished by the face to face meeting. All travel will comply with those Sections of Article IX of this Policy Manual that apply.

      5.1.2 The Executive Committee of the Board and/or the Committee Chair, subject to the approval of the Executive Committee of the Board, may seek funding for the Committee’s activities from sources other than the Association. Such sources may include grants and donations to the extent that the acceptance of such grant or donation does not create a conflict of interest or the appearance of such conflict. The Executive Committee shall notify the Board of Directors of the acceptance of all such grants or donations.

6. The Board of Directors may designate one of its members to serve as an observer to each Standing Committee.

7. The Executive Director shall designate a staff member to serve as “staff liaison” for each Standing Committee.

   7.1 The “staff liaison” will assist the Committee Chair in making arrangements for meetings and/or teleconference calls.

   7.2 The “staff liaison” will assist the Committee Chair in preparing all reports.

   7.3 The “staff liaison” shall ensure that the Committee’s reports are distributed to the Board of Directors and the Executive Director. The “staff liaison” also shall ensure the Committee’s reports are provided to the Executive Council as part of the materials distributed for its annual meeting.

8. To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, any Committee listed in the Appendix of this section shall be considered a "Standing Committees."

SECTION 7.3: STANDING COMMITTEES

APPENDIX

The following is a list of Standing Committees:

Awards Committee – Coordinate and promote the Association's Public Safety Awards Program.

Bylaws Committee – Maintain the Association Bylaws and Policy Manual and coordinate amendments to such.

Editorial Committee (formerly the Editorial Advisory Committee) – Advise on matters related to the Association magazine and its eNews portal.

Historical Committee – Provide guidance on matters related to items of historical significance to the Association, its Chapters, and Affiliates.

Member and Chapter Services Committee (MCSC) – Provide guidance with regard to the relationship of the Association with its members and chapters.

ProCHRT Committee – Champion the professionalism of the public safety communicator.

Professional Development Events Committee (PDEC) – Assist with programs and topics for Association conferences, summits, and symposiums.

The following is a partial list of former Standing Committees:

Committee	Start Date – End Date
9-1-1 Emerging Technologies Committee (Restructured under the Standards Development Committee)	July 2005 – June 2016

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 07/30/2010; 09/22/2013; 05/09/2014; 09/27/2014; 05/06/2015

ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES

SECTION 7.4: SPECIAL COMMITTEES AND TASK FORCES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To provide for the establishment of Special Committees and Task Forces of the Association to advise the Board of Directors with regard to issues of operation of the Association and/or with regard to significant issues affecting the public safety community.

AUTHORITY

The Executive Committee of the Board of Directors is authorized to create Special Committees and Task Forces in accordance with Article VIII of the Association's Bylaws.

POLICY

1. The Executive Committee of the Board of Directors ("Board") may establish Special Committees and Task Forces as it may determine to be necessary.
    1.1 In general, the difference between a "Special Committee" and a "Task Force" is the length of time the group is expected to be in existence.
        1.1.1 A "Special Committee" may be expected to be in existence for a period greater than two (2) years.
        1.1.2 A "Task Force" may be expected to be in existence for a period of less than two (2) years.
    1.2 The Executive Committee shall notify the Board of Directors in accordance with the Significant Action Procedures of this Policy Manual when it creates a new Special Committee or Task Force. Such notification shall include a description of the goals and objectives of the Special Committee or Task Force.
    1.3 The Executive Committee of the Board may disestablish a Special Committee or Task Force whenever it deems that the work of the Special Committee or Task Force has been substantially completed or that the Special Committee or Task Force no longer serves a useful purpose.
        1.3.1 The Executive Committee shall notify the Board of Directors in accordance with the Significant Action Procedures of this Policy Manual when it disestablishes a Special Committee or Task Force.

2. Appointment of individuals to serve on each Special Committee or Task Force shall be at the discretion of the President subject to concurrence by the remaining members of the Executive Committee of the Board and subject to membership restrictions listed herein.

    2.1 In making such appointments, the President and the remaining members of the Executive Committee of the Board should consider the advantages of both maintaining a historical perspective of the group's activities by appointing members with prior experience on the Special Committee or Task Force and providing for a fresh perspective towards the group's activities by appointing new members.

    2.2 Members may be appointed from any membership category. Members also may be appointed from amongst individuals who are not members of the Association when such individuals have the potential for making a significant contribution to the function of the Special Committee or Task Force.

    2.3 The Executive Committee of the Board shall establish and implement a procedure for seeking volunteers to serve on Special Committees and Task Forces. Such procedures shall include a notification process to eligible persons encouraging them to volunteer for committees.

    2.4 In making such appointments, the President shall endeavor to seek members from geographically diverse parts of the country; members from a variety of jurisdictions to include state, county, and local agencies and to include large, medium, and small agencies; and members from a variety of disciplines to include all types of public safety agencies.

    2.5 To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, any Committee listed in the Appendix of this Section shall be considered a "Special Committee".

3. Appointment of a "Chair" for each Special Committee and Task Force shall be at the discretion of the President subject to concurrence by a majority vote of the remaining members of the Executive Committee of the Board.

    3.1 The "Chair" of each Special Committee or Task Force shall be a member of the Association in good standing in the "Full Member" category.

    3.2 The "Chair" of each Special Committee or Task Force shall have served on the Special Committee/Task Force during the year prior to appointment as the "Chair" except during the first year of its formation.

4. The "Chair" of each Special Committee or Task Force shall be empowered to:

    4.1 Divide the Special Committee or Task Force into sub-committees, workgroups, or other sub-divisions as a means of furthering its business with notification to the Group Leader of such assignments.

    4.2 Exclude the participation of any Special Committee or Task Force member in the activities of the group when, in the Chair's opinion, a conflict-of-interest will exist. The Chair should discuss this with the affected member and, if there is disagreement, seek the advice of the relevant Group Leader and/or the Executive Committee of the Board.

5. The Executive Committee of the Board shall cause a set of goals and objectives to be established for each Special Committee and Task Force when it is established and at the beginning of each fiscal year thereafter.

5.1 The Chair of each Special Committee and Task Force shall submit a report at least once each quarter identifying progress towards completing the group's goals and objectives. Such report shall be submitted to Association staff and reviewed by the Board of Directors.

6. The Executive Committee of the Board shall provide monies in each year's budget to support the activities of each Special Committee and Task Force. The Executive Committee of the Board shall have sole discretion in determining an appropriate amount subject to an override of such decision by the Board of Directors.

   6.1 In general, such monies shall provide for the Special Committee or Task Force to meet periodically during the year via teleconference call.

   6.2 The Executive Committee of the Board and/or the Special Committee or Task Force Chair, subject to the approval of the Executive Committee of the Board, may seek funding for the group's activities from sources other than the Association. Such sources may include grants and donations to the extent that the acceptance of such grant or donation does not carry the stigma of a conflict of interest or the appearance of such conflict. The Executive Committee shall notify the Board of Directors of the acceptance of all such grants or donations in accordance with the requirements of Significant Action Procedures section of this Policy Manual.

7. The Board of Directors may designate one of its members to serve as an observer to each Special Committee and Task Force.

8. The Executive Director shall designate a staff member to serve as "staff liaison" for each Special Committee and Task Force.

   8.1 The "staff liaison" will assist the Special Committee or Task Force Chair in making arrangements for meetings and/or teleconference calls.

   8.2 The "staff liaison" will assist the Special Committee or Task Force Chair in preparing the quarterly reports.

   8.3 The "staff liaison" shall ensure that the Special Committee or Task Force's reports are distributed to the Board of Directors and the Executive Director. The "staff liaison" also shall ensure the Special Committee/Task Force's reports are provided to the Executive Council as part of the materials distributed for its annual meeting.

APPENDIX

The following is a list of current Special Committees and Task Forces:

Cybersecurity Committee – Conduct research and provide recommendations concerning illegal intrusions into IP based PS communications networks.

National Joint TERT Initiative Committee – Develop criteria and foster relationships that promote the deployment of Telecommunicator Emergency Response Teams (TERT).

Non-Traditional PSAP Task Force – Study the needs of non-traditional PSAPs.

Radio Spectrum Task Force – Provide practitioner insight concerning regulatory and technological developments impacting public safety radio communications.

The following is a partial list of former Special Committees and Task Forces:

Committee	Start Date – End Date
Aging in the PSAP Task Force	August 2016 – August 2017
Awards & Recognition Task Force	October 2009 – June 2011
Branding Task Force	November 2009 – March 2012
CALEA Committee (Converted to a subcommittee of the Communications Center Standards Committee)	July 2010 – June 2015
Committee Enhancement Initiative Task Force Phase I-IV	February 2015 – August 2017
Conference Education Task Force (Converted to the Professional Development Events Committee)	July 2005 – June 2006
Data Usability Task Force	July 2007 – June 2009
Executive Leadership Certificate Task Force	January 2005 – December 2005
Governance Task Force	July 2004 – June 2005
Governance Reform Task Force	June 2013 – December 2013
Membership Benefits Task Force	August 2016 – August 2017
Membership Task Force	July 2006 – June 2008
ProCHRT (Converted to a Standing Committee)	April 2009 – June 2012

Special Conference Task Force (Converted to the Conference & Committee)	August 2010 – June 2012
Strategic Governance Initiative Task Force	January 2008 – August 2009
Technician Testing Task Force	July 2005 – June 2006

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 09/27/2014; 05/06/2015; 01/23/2016; 05/18/2016; 09/16/2017

ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES

SECTION 7.5: DESIGNATED COMMITTEES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To provide for the establishment of Designated Committees of the Association to advise the Board of Directors with regard to issues of operation of the Association and/or with regard to significant issues affecting the public safety community.

AUTHORITY

The Board of Directors is authorized to create Designated Committees in accordance with Article VII of the Association's Bylaws.

POLICY

1. The Board of Directors ("Board") may establish Designated Committees as it may determine to be necessary.
2. Membership on committees listed in this section is not open to the general membership. Service on these committees is restricted by the following:
    - 2.1. An "ex officio" appointment based on service to another committee
    - 2.2. Service on the Executive Council
    - 2.3. Presidential Appointment
    - 2.4. Other prerequisites or special requirements
3. Agency Training Program Committee
    - 3.1. The Agency Training Program Committee will advise APCO staff on the training certification program process and solicit, review and make recommendations on training certification program applications.

3.2. To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, the Agency Training Program Committee shall be considered a "Standing Committee."

4. Conference and Exposition Committee

4.1. The Conference and Exposition Committee (CEC) shall provide recommendations on overall strategies pertinent to the Annual Conference, including event scheduling and site selection, and report to the Board of Directors.

4.2. The CEC Chair shall be appointed by the First Vice President from among one of the four Executive Council members serving on the CEC.

4.3. The committee year shall begin following the close of the Annual Conference.

4.4. Membership on the CEC shall be for two years, staggered terms, with roles and responsibilities as further delineated in the Annual Conference Manual.

4.4.1. Four Executive Council members selected one per each of four regions through the regional caucus process;

4.4.2. A Member at Large appointed by the First Vice President;

4.4.3. A Member of the Board of Directors appointed by the First Vice President;

4.4.4. A Representative from the Commercial Advisory Council pursuant to a process codified in Section 7.4 of this Policy Manual; and

4.4.5. The current Chair of the Professional Development Events Committee.

4.5. Selection to the CEC in one of the Executive Council positions requires being a current member of the body and being elected through the Regional Caucus process described below.

4.5.1. The Executive Council shall caucus by Region and elect one member from each of the Association's four regions to serve as a representative for a two-year term. Eligible members must complete an "Intent to Serve" commitment form [See Appendix II to this section] and submit it to their Regional Representatives to the Board of Directors by July 10.

4.5.2. Members who have submitted "Intent to Serve" commitment forms by the due date will be included on the ballot to be voted on as part of the Regional Caucus held during the Annual Executive Council meeting.

4.5.3. The Executive Council Regional Representative shall be elected in even and odd numbered years, depending on their region: the Gulf Coast Region and Western Region during the odd years and the East Coast Region and North Central Region during the even years.

4.5.4. The completed "Intent to Serve" commitment forms will be distributed for review prior to the Annual Conference to all Executive Council members within the affected Region.

4.5.5. If no applications are received for a region by the due date, the Regional Representatives to the Board of Directors shall notify the Executive Council members from that region and accept nominations from the floor during the Regional Caucus. Prior to the vote, eligible nominees must complete an "Intent to Serve" commitment form.

4.6. A Conference and Exposition Committee member may be removed for any of the following causes:

4.6.1. Malfeasance, misfeasance, or nonfeasance or for committing an act that brings significant discredit to the Association. The removal process shall conform to the Impeachment Processing Procedures of this Policy Manual.

4.6.2. "Removal for cause" requires an affirmative vote of at least two-thirds of the total authorized membership of the remaining Executive Council members within the same region as the accused and must be based on documented violations of the Expectations of Service, in Appendix II.

4.6.2.1. A "removal for cause" petition first must be filed with the Executive Director either by at least two Conference and Exposition Committee members or by a simple majority of the Executive Council members within the same region as the accused. The written complaints in the petition must be confined to violations of the Expectations of Service in Appendix II.

4.6.2.2. Upon receipt of the "removal for cause" petition, the Executive Director shall notify the accused, the Conference and Exposition Committee members and the remaining Executive Council members within the same region as the accused. Notification to the accused shall be by return receipted certified mail or by receipt verified electronic means. The Executive Director also shall notify, for information only, the Board of Directors of the region the accused represents.

4.6.2.3. The accused may, within ten business days after notice of the petition, issue to the Executive Director a written rebuttal to the petition. The Executive Director shall immediately forward any rebuttal to the same parties as listed in 6.6.2.2.

4.6.2.4. The Conference and Exposition Committee Chair, or Vice- Chair in the absence or recusal of the Chair, shall conduct a meeting of the Conference and Exposition Committee and the remaining Executive Council members within the same region as the accused. The meeting shall be held within thirty (30) days of receipt by the Executive Director of the original petition as long as at least ten (10) days' notice has been provided to all parties. The meeting may be conducted by: (a) the Association President; (b) another member of the Executive Committee of the Board designated by the President in the event that neither the Conference and Exposition Committee Chair nor the Vice-Chair is available or is willing to conduct the meeting, or if the Association President deems them not to be impartial.

4.6.2.5. The meeting in 6.6.2.4 shall culminate in a vote on the "removal for cause" issue. A petition that receives an affirmative vote equal to or greater than that described in 6.6.2, above, will result in the accused being removed from the Conference and Exposition Committee. If the petition fails, then "removal for cause" petition may not be filed against the same Executive Council Representative for at least 180 days from the date of the vote.

4.7. To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, the CEC shall be considered a "Standing Committee".

5. Credentials Committee

5.1. The Credentials Committee shall:

5.1.1. Review the qualifications of individuals seeking to be candidates for election as Officers and certify the eligibility of such members.

5.1.2. Review the qualifications of individuals nominated for award of the designations of "Life Member" and "Senior Member" and certify the eligibility of those members for such honor.

5.1.3. Review the qualifying statement and draft citation of an individual proposed by the Executive Committee of the Board of Directors for bestowal of Awards of Distinction and verify the nominee meets the award criteria.

5.1.4. Serve as "Sergeants-at-Arms" at all official meetings of the Annual Quorum to ensure that only members eligible to vote participate in a voting process. Committee members shall count the ballots for the election.

5.1.5. Seek qualified members to become candidates for election as Officers.

5.2. Membership on the Credentials Committee is restricted to members who have served a full-term as President of the Association.

5.3. The committee year shall begin following the close of the Annual Conference.

5.4. The "Chair" of the Credentials Committee shall be the most recent Immediate Past President serving on the Committee who is not currently a member of the Executive Committee.

6. Finance and Budget Committee

6.1. The Finance and Budget Committee shall:

6.1.1. Serve as the Executive Council's representative on financial matters of the Association.

6.1.2. Review the annual budget prior to its submission to the Board of Directors. The Committee shall report its opinions and recommendations to the Board of Directors and to the Executive Council.

6.1.3. Review the Association's financial reports on a quarterly basis. The Committee shall report its findings, comments, and/or recommendations to the Board of Directors and to the Executive Council within 30 days after completing its review of the quarterly report.

6.2. Membership on the Finance and Budget Committee is restricted to current members of the Executive Council and Board of Directors as defined below:

6.2.1. The Executive Council shall caucus by region and elect one member from each of the Association's four regions to serve as a representative for a two year term. Eligible members must complete an "Intent to Serve" commitment form [See Appendix III to this section, below] and submit it to their Regional Representatives to the Board of Directors by July 10.

6.2.2. Members who have submitted “Intent to Serve” commitment forms by the due date will be included on the ballot to be voted on as part of the Regional Caucus held during the Annual Executive Council meeting.

6.2.3. The Executive Council Regional Representative shall be elected in even and odd numbered years, depending on their region: the Gulf Coast Region and Western Region during the odd years and the East Coast Region and North Central Region during the even years.

6.2.4. The completed “Intent to Serve” commitment forms will be distributed for review prior to the Annual Conference to all Executive Council members within the affected Region.

6.2.5. If no applications are received for a region by the due date, the Regional Representatives to the Board of Directors shall notify the Executive Council members from that region and accept nominations from the floor during the Regional Caucus. Prior to the vote, eligible nominees must complete an “Intent to Serve” commitment form.

6.3. The Committee shall also include a Regional Representative to the Board of Directors from each region. The two representatives from each region will work jointly in choosing which representative will serve.

6.4. The Executive Director and the Controller shall serve as non-voting ex-officio members of the Finance and Budget Committee.

6.5. The First Vice President shall appoint a Chair from among the members serving on the Committee.

6.6. Finance and Budget Committee members may be removed for any of the following causes.

6.6.1. Malfeasance, misfeasance, or nonfeasance or for committing an act that brings significant discredit to the Association. The removal process shall conform to the Impeachment Processing Procedures of this Policy Manual.

6.6.2. “Removal for cause” requires an affirmative vote of at least two-thirds of the total authorized membership of the remaining Executive Council members within the same region as the accused and must be based on documented violations of the Expectations of Service, in Appendix III.

6.6.2.1. A “removal for cause” petition first must be filed with the Executive Director either by at least two Finance and Budget Committee members or by a simple majority of the Executive Council members within the same region as the accused. The written complaints in the petition must be confined to violations of the Expectations of Service in Appendix III.

6.6.2.2. Upon receipt of the “removal for cause” petition, the Executive Director shall notify the accused, the Finance and Budget Committee members and the remaining Executive Council members within the same region as the accused. Notification to the accused shall be by return receipted certified mail or by receipt verified electronic means. The Executive Director also shall notify, for information only, the Board of Directors of the region the accused represents.

6.6.2.3. The accused may, within ten business days after notice of the petition, issue to the Executive Director a written rebuttal to the petition. The Executive Director shall immediately forward any rebuttal to the same parties as listed in 8.6.2.2.

6.6.2.4. The Finance and Budget Committee Chair, or Vice-Chair in the absence or recusal of the Chair, shall conduct a meeting of the Finance and Budget Committee and the remaining Executive Council members within the same region as the accused. The meeting shall be held within thirty (30) days of receipt by the Executive Director of the original petition as long as at least ten (10) days' notice has been provided to all parties. The meeting may be conducted by: (a) the Association President; (b) another member of the Executive Committee of the Board designated by the President in the event that neither the Finance and Budget Committee Chair nor the Vice-Chair is available or is willing to conduct the meeting, or if the Association President deems them not to be impartial.

6.6.2.5. The meeting in 8.6.2.4 shall culminate in a vote on the "removal for cause" issue. A petition that receives an affirmative vote equal to or greater than that described in 8.6.2, above, will result in the accused being removed from the Finance and Budget Committee. If the petition fails, then "removal for cause" petition may not be filed against the same Executive Council Representative for at least 180 days from the date of the vote.

6.7. The committee year shall begin following the close of the Annual Conference.

6.8. To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, the Finance and Budget Committee shall be considered a "Standing Committee."

7. Management Committee

7.1. The Management Committee shall:

7.1.1. Serve as the Executive Council's representative on matters related to the proceedings of the Council.

7.1.2. Work with the Board of Directors and the Association staff to prepare the agenda for the Executive Council meeting and make other preparations as the Committee may deem appropriate for the effective operation of Council proceedings.

7.1.3. Support the reporting out of the efforts of committees, task forces and projects to the Executive Council.

7.1.4. Select from within the Executive Council a person to preside over Council proceedings.

7.2. Membership on the Management Committee is restricted to current members of the Executive Council.

7.2.1. The Executive Council shall caucus by region and elect two members from each of the Association's four regions to represent that region on the

Management Committee for a two year term. Eligible members must complete an “Intent to Serve” commitment form [See Appendix IV to this section, below] and submit it to their Regional Representatives to the Board of Directors by July 10.

7.2.2. Members who submit “Intent to Serve” commitment forms by the due date will be included on the ballot to be voted on as part of the Regional Caucus held during the Annual Executive Council meeting.

7.2.3. The Executive Council Regional Representative shall be elected in even and odd numbered years, depending on their region: the Gulf Coast Region and Western Region during odd years and the East Coast Region and North Central Region during even years.

7.2.4. The completed “Intent to Serve” commitment forms will be distributed for review prior to the Annual Conference to all Executive Council members within the affected Region.

7.2.5. If no applications are received for a region by the due date, the Regional Representatives to the Board of Directors shall notify the Executive Council members from that region and accept nominations from the floor during the Regional Caucus. Prior to the vote, eligible nominees must complete an “Intent to Serve” commitment form.

7.3. The First Vice President shall appoint a Chair from among the members serving on the Committee.

7.4. A Management Committee member may be removed for any of the following causes.

7.4.1. Malfeasance, misfeasance, or nonfeasance or for committing an act that brings significant discredit to the Association. The removal process shall conform to the Impeachment Processing Procedures of this Policy Manual.

7.4.2. “Removal for cause” requires an affirmative vote of at least two-thirds of the total authorized membership of the remaining Executive Council members within the same region as the accused and must be based on documented violations of the Expectations of Service, in Appendix IV.

7.4.2.1. A “removal for cause” petition first must be filed with the Executive Director either by at least two Management Committee members or by a simple majority of the Executive Council members within the same region as the accused. The written complaints in the petition must be confined to violations of the Expectations of Service in Appendix IV.

7.4.2.2. Upon receipt of the “removal for cause” petition, the Executive Director shall notify the accused, the Management Committee members and the remaining Executive Council members within the same region as the accused. Notification to the accused shall be by return receipted certified mail or by receipt verified electronic means. The Executive Director also shall notify, for information only, the Board of Directors of the region the accused represents.

7.4.2.3. The accused may, within ten business days after notice of the petition, issue to the Executive Director a written rebuttal to the petition. The Executive Director shall immediately forward any rebuttal to the same parties as listed in 10.4.2.2.

7.4.2.4. The Management Committee Chair, or Vice-Chair in the absence or recusal of the Chair, shall conduct a meeting of the Management Committee and the remaining Executive Council members within the same region as the accused. The meeting shall be held within thirty (30) days of receipt by the Executive Director of the original petition as long as at least ten (10) days' notice has been provided to all parties. The meeting may be conducted by: (a) the Association President; (b) another member of the Executive Committee of the Board designated by the President in the event that neither the Management Committee Chair nor the Vice-Chair is available or is willing to conduct the meeting, or if the Association President deems them not to be impartial.

7.4.2.5. The meeting in 10.4.2.4 shall culminate in a vote on the "removal for cause" issue. A petition that receives an affirmative vote equal to or greater than that described in 10.4.2, above, will result in the accused being removed from the Management Committee. If the petition fails, then "removal for cause" petition may not be filed against the same Executive Council Representative for at least 180 days from the date of the vote.

7.5. The committee year shall begin following the close of the Annual Conference.

7.6. To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, the Management Committee shall be a "Standing Committee".

8. Standards Development Committee [See separate restructuring document]

8.1. The Standards Development Committee shall:

8.1.1. Carry out the APCO National Standards (ANS) process to ensure compliance with the Essential Requirements of the American National Standards Institute (ANSI).

8.1.2. Receive and consider requests for new standards.

8.1.3. Delegate to workgroups the promulgation of candidate standards for Committee review and form other subgroups as required to meet the technical and operational needs related to specific standards.

8.1.4. Oversee public comment periods and conduct consensus balloting on candidate standards for submission to ANSI for approval.

8.1.5. Work with staff on efficiently managing the ANS portfolio of standards, including modifying or renewing existing standards and committee policies and procedures as required.

8.1.6. Collaborate with other APCO committees and related outside organizations for the benefit of public safety communications.

8.2. This Committee shall be the responsibility of the Executive Director who shall appoint a Chair from among the Association staff with the requisite experience and who shall provide updates on this Committee's work directly to the Executive Committee of the Board.

8.3. To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, the Standards Development Committee shall be considered a "Standing Committee".

9. Strategic Planning Committee

9.1. The Strategic Planning Committee shall:

9.1.1. Maintain the Association's Strategic Plan as a "living document."

9.2. Membership on the Strategic Planning Committee shall be the following:

9.2.1. Representative from the Executive Committee of the Board of Directors, preferably the First Vice President.

9.2.2. Representative from the Management Committee.

9.2.3. Representative from the Finance and Budget Committee.

9.2.4. Representative from the Commercial Advisory Council, preferably the CAC member elected to the Board of Directors.

9.2.5. The Executive Director or designee.

9.2.6. Representative from the Regional Representatives on the Board of Directors.

9.2.7. Member at Large.

9.2.8. The Chair of the Group Leaders.

9.2.9. Representative who is a Past President.

9.3. The committee year shall begin following the close of the Annual Conference.

9.4. To determine an individual's eligibility to be designated as a Life or Senior Member of the Association, the Strategic Planning Committee shall be considered a "Standing Committee".

APPENDIX I

The following is a list of Designated Committees:

Agency Training Program – To advise staff on the training certification program process and solicit, review and make recommendations on training certification program applications.

Conference and Exposition Committee (formerly the Conference and Exposition Advisory Committee) – Provide recommendations on strategies pertinent to the Annual Conference.

Credentials Committee – Review the qualifications of individuals for election as Officers and designation of Life and Senior Members; patrol access to the voting members section at meetings of the Membership Quorum.

Finance and Budget Committee – Review the annual budget and the Association's financial reports.

Management Committee – Oversee all preparations for Executive Council meetings.

Standards Development Committee – Ensure compliance with the ANS process, consider requests for new standards, and manage APCO standards development.

Strategic Planning Committee – Maintain the Association's Strategic Plan.

See also the Investments Committee under Section 2.16 of this Policy Manual.

The following is a partial list of former Designated Committees:

Committee	Start Date – End Date
Broadband Committee (Restructured under the Standards Development Committee)	January 2011 – June 2016
Communications Center Standards Committee (Restructured under the Standards Development Committee)	July 2004 – June 2016
Leadership Development Committee	March 2012 – June 2016

APPENDIX II

INTENT TO SERVE

Executive Council Representative on the Conference and Exposition Committee

As the current Executive Council representative for _____ chapter
(Chapter Name)

_____I hereby express my desire to serve as the _____
(Applicants Name) (Region Name)

Region Representative on the Conference and Exposition Committee (CEC). I have reviewed and understand the specific duties and responsibilities of this position, per APCO Policy Manual:

~ ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES - SECTION 7.5 DESIGNATED COMMITTEES
~ ANNUAL CONFERENCE MANUAL, SECTION V

Further expectations and requirements of the position include, but may not be limited to:

1. Service for a four year term, beginning in:
   ~ odd numbered years for Gulf Coast and Western Regions
   ~ even numbered years for East Coast and North Central Regions
2. Attendance at minimally one in-person meeting per fiscal year of 1-2 day's duration that will likely require out-of-state travel as well as conference calls minimally once per quarter.
3. Access to e-mail, telephone, facsimile, mail, and internet services, to include PSConnect, during normal work hours.
4. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the member individually.
5. Investment of modest amounts of time on an ongoing basis to stay current with APCO Conference and Exposition activities and to communicate with other members of the CEC.
6. Responsibility to be a conduit to and from the Executive Council members within the region on matters related to the Annual Conference. This responsibility includes attendance on Regional EC conference calls throughout the term on the CEC, even beyond EC membership.
7. Requires participation and representation to region and representative understands that failure to participate will subject him/her to removal from the committee pursuant to the Conference and Exposition Committee subsection of section 7.5 of the Policy Manual.

Understanding all of the requirements of the position, I hereby submit my name as a candidate for regional representative to the Conference and Exposition Committee for election at our next Executive Council meeting.

PRINTED NAME: _____

CHAPTER AND REGION: _____

E-MAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

TO BE CONSIDERED FOR ELECTION OCCURRING IN THE YEAR: _____

Candidates are required to begin their service on the Conference and Exposition Committee as a current member of Executive Council. Provide a brief description of the activities in which you have been involved while a member of the Executive Council or your Chapter's Executive Committee:

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I understand the commitment of time and resources this position will take and have the support of my chapter executive committee.

SIGNED: _____ DATE: _____

APPENDIX III

INTENT TO SERVE

Executive Council

Finance and Budget Committee Representative

As the current Executive Council representative for _____ chapter
(Chapter Name)

_____ I hereby express my desire to serve as the _____
(Applicants Name) (Region Name)

Region Representative on the Finance and Budget Committee. I have reviewed and understand the specific duties and responsibilities of this position, per APCO Policy Manual:

~ ARTICLE II: THE ASSOCIATION - SECTION 2.10: FINANCIAL REPORTING
~ ARTICLE II: THE ASSOCIATION ` SECTION 2.12: BUDGET CHANGE AUTHORITY
~ ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES - SECTION 7.5 DESIGNATED COMMITTEES

Further expectations and requirements of the position include, but may not be limited to:

1. Service for a two year term, beginning in:
   ~ odd numbered years for Gulf Coast and Western Regions
   ~ even numbered years for East Coast and North Central Regions
2. Attendance during conference calls.
3. Access to e-mail, telephone, facsimile, mail, and internet services, to include PSConnect, during normal work hours.
4. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the member individually.
5. Investment of modest amounts of time on an ongoing basis to stay current with APCO activities and to communicate with other members of the Finance and Budget Committee.
6. Willingness to be a conduit and point of contact for the Executive Council members within your represented region.
7. Requires participation and representation to region and representative understands that failure to participate will subject him/her to removal from the committee pursuant to the Finance and Budget subsection of section 7.5 of the Policy Manual.

(continued on next page)

Understanding all of the requirements of the position, I hereby submit my name as a candidate for regional representative to the Finance and Budget Committee for election at our next Executive Council meeting.

PRINTED NAME: _____

CHAPTER AND REGION: _____

E-MAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

TO BE CONSIDERED FOR ELECTION OCCURRING IN THE YEAR: _____

Candidates are required to be a current member of Executive Council. Provide a brief description of the activities in which you have been involved while a member of the Executive Council or your Chapter's Executive Committee:

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I understand the commitment of time and resources this position will take and have the support of my chapter executive committee.

SIGNED: _____ DATE: _____

APPENDIX IV

INTENT TO SERVE

Executive Council
Management Committee Representative

As the current Executive Council representative for _____ chapter
(Chapter Name)

_____ I hereby express my desire to serve as the _____
(Applicants Name) (Region Name)

Region Representative on the Management Committee. I have reviewed and understand the specific duties and responsibilities of this position, per APCO Policy Manual:

~ ARTICLE V: EXECUTIVE COUNCIL - SECTION 5.1: MEETINGS

~ ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES- SECTION 7.5 DESIGNATED COMMITTEES

Further expectations and requirements of the position include, but may not be limited to:

1. Service for a two year term, beginning in:
   ~ odd numbered years for Gulf Coast and Western Regions
   ~ even numbered years for East Coast and North Central Regions
2. Monthly attendance during conference calls.
3. Access to e-mail, telephone, facsimile, mail, and internet services, to include PSConnect, during normal work hours.
4. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the member individually.
5. Investment of modest amounts of time on an ongoing basis to stay current with APCO activities and to communicate with other members of the Management Committee.
6. Willingness to be a conduit and point of contact for the Executive Council members within your represented region.
7. Available to participate in conducting Presentation/Training prior to the Annual Conference Executive Council Meeting for new Executive Council members.
8. Requires participation and representation to region and representative understands that failure to participate will subject him/her to removal from the committee pursuant to the Management Committee subsection of section 7.5 of the Policy Manual.

(continued on next page)

Understanding all of the requirements of the position, I hereby submit my name as a candidate for regional representative to the Management Committee for election at our next Executive Council meeting.

PRINTED NAME: _____

CHAPTER AND REGION: _____

E-MAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

TO BE CONSIDERED FOR ELECTION OCCURRING IN THE YEAR: _____

Candidates are required to be a current member of Executive Council. Provide a brief description of the activities in which you have been involved while a member of the Executive Council or your Chapter's Executive Committee:

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I understand the commitment of time and resources this position will take and have the support of my chapter executive committee.

SIGNED: _____ DATE: _____

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 05/18/2011; 06/07/2012; 05/06/2015; 05/18/2016; 05/18/2017

ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES

SECTION 7.6: COMMERCIAL ADVISORY COUNCIL

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To establish a structure for the Commercial Advisory Council and selection procedures for its representative on the Board of Directors.

AUTHORITY

The composition of the Board of Directors shall include one member of the Commercial Advisory Council selected pursuant to Article VII of the Bylaws.

POLICY

1. The Commercial Advisory Council ("CAC") shall:
   - 1.1 Provide guidance and support to enhance the Association's relationships with the commercial community;
   - 1.2 Provide guidance and support to the Executive Director and the Annual Conference staff on matters related to the exposition portion of the Annual Conference and other conferences or events that involve corporate sponsorship and/or participation;
   - 1.3 Support APCO's Corporate Partnership Program;
   - 1.4 Assist staff in soliciting sponsors for APCO's Annual Conference, its symposiums, and such activities for which sponsorships may be appropriate;
   - 1.5 Promote active participation of members in the "Commercial Member" category at the Chapter level, including participation in the Chapter Commercial Advisory Member ("CCAM") program;
   - 1.6 Support expansion of APCO into other parts of the world through

existing International Chapters and Affiliates or through the development of new International Chapters and Affiliates; and

1.7 Elect one of its members as a representative to the Board of Directors.

2. Membership on the CAC is restricted to current members of the Association in the "Commercial Member" category.

1.1 No more than one APCO Commercial Member from any particular corporation or other eligible organization (including its subsidiaries and affiliates) shall serve on the CAC at any given time.

2.2 It is understood that multiple CAC members may find themselves working for the same company during their membership term due to mergers, acquisitions, buyouts, etc. These members will be allowed to finish out the current APCO year as CAC members. During this period they shall decide amongst themselves which one will continue as the CAC member. Individuals leaving the CAC membership rolls under these circumstances are encouraged to continue working with the CAC as non-members if they so desire.

3. The Annual Meeting of the CAC shall be held in conjunction with the Association's Annual Conference at a place and time that is announced to Commercial Members at least 30 days in advance.

3.1 Any Commercial Member is welcome to attend the Annual Meeting of the CAC, gain speaking rights through the presider, and make nominations from the floor, but only installed members of the CAC may vote on matters, including elections.

4. Composition of the CAC and Nominations Process

4.1 The CAC shall consist of no fewer than 12 and no more than 24 representatives as recommended by the CAC Nominations Committee and elected at the CAC Annual Meeting. When elected to the CAC, the term of service on the CAC shall be 4 years. An individual having served a 4-year term is eligible to be nominated and elected to one additional 4-year term. No member may serve on the CAC for longer than 8 consecutive years. A member who has served 8 consecutive years will be eligible to be nominated and elected to the CAC provided a period of 2 years has elapsed from the end of their prior 8 years of service.

4.2 The Nominations Committee shall present, at the Annual Meeting, a recommended slate of candidates from among the eligible Commercial Members nominated for election as members of the CAC. The Nominations Committee will prepare the recommended slate based upon the number of positions needing to be filled in any given year.

4.2.1 The Nominations Committee shall issue a Call for Nominations no later than April 1 of each year and will accept nominations for a minimum of sixty days.

4.2.2 In preparing its recommended slate, the Nominating Committee shall strive to ensure the CAC as a whole reflects a diversity of regions, commercial interests, experience levels and skills.

4.2.3 By July 1 the Nominations Committee shall issue a report to the CAC and Commercial membership on the nominated slate of members.

4.2.4 Nominations from any eligible Commercial Member must also be accepted from the floor. Nominations do not have to be seconded.

4.2.5 The current membership of the CAC will vote from the full slate of nominees to select the appropriate number of members due to be elected.

4.3 Successfully elected candidates to the CAC shall be installed immediately. With the new CAC members installed, elections shall proceed for the leadership positions noted below, depending on the year.

5. Chair and Vice-Chair

5.1 A Chair and Vice-Chair shall be elected from and by members of the CAC in an even-numbered year to a two-year term and shall serve no more than four consecutive years in the same office.

5.2 The Chair and Vice-Chair shall have served on the CAC during the year prior to their election except in circumstances where no candidates meeting this qualification have sought the position.

5.3 The Chair shall preside at all meetings of the CAC, except the elections portion of the Annual Meeting shall be conducted by the Nominations Chair, or another member of the Nominations Committee. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

6. CAC Representative to the Board of Directors ("Board")

6.1 The CAC Representative to the Board shall be elected in an odd-numbered year to a two-year term and shall serve no more than four consecutive years. To be eligible for nomination to this position, the individual shall have served on the CAC during the year prior to election to the position.

6.2 The nomination for this position shall include submission of all of the following:

6.2.1 A statement identifying the member's qualifications and interest in service (not to exceed 300 words);

6.2.2 A signed *Expectations of Service* in Appendix I; and

6.2.3 A signed *Employer's Concurrence of Candidacy* in Appendix II.

6.3 The Nominations Chair must receive all nomination packages no later than July 10 of the year in which the candidate is seeking election.

6.4 Only those CAC members filing complete nomination packages by the above deadline will be eligible to stand for election. If no member files a complete nomination package by the deadline, only then shall nominations for this position be accepted from the floor. Nominations do not have to be seconded, however, nominees will have to sign the *Expectations of Service* in Appendix I before the election may proceed. A signed *Employer's Concurrence of Candidacy* in Appendix II shall be submitted to the Executive Director no later than 30 days following the CAC Representative's election.

6.5 Limited Proxy Authority at Board of Director Meetings

6.5.1 The CAC Representative needs to make participation in Board meetings a priority, but should s/he be unavailable to participate in person or by

teleconference, the CAC Representative shall designate the CAC Chair, or Vice-Chair (should the Chair also not be available), to participate and vote the CAC Representative's proxy provided written notification is presented to the presiding officer by the start of the Board meeting.

6.5.2 Such proxy notice must specifically identify the Board meeting date in question and the holder of the proxy and must be signed by the CAC Representative. Faxed or e-mailed versions of the proxy notice may suffice provided that the authenticity can reasonably be verified.

6.5.3 Failure by the CAC Representative to participate in a Board meeting without securing a proxy shall be regarded as an unexcused absence.

6.6 Removal. The CAC Representative may be removed on the basis of any of the following:

6.6.1 Malfeasance, misfeasance, or nonfeasance of duty, or for committing an act that brings significant discredit to the Association. Such removal shall be decided by following the Impeachment Processing Procedures of this Policy Manual.

6.6.2 More than one unexcused absence from a scheduled Board meeting during the year as determined by the Executive Committee with a concurrence vote by a simple majority of the Board of Directors.

6.6.3 A vote of "removal for cause" rendered by at least two-thirds of the entire CAC based on documented violations of the *Expectations of Service* in Appendix I.

6.6.3.1 Such a "removal for cause" petition must be filed with the Executive Director by at least three CAC members or a simple majority of the Board of Directors. The written complaints in the petition must be confined to violations of the *Expectations of Service*.

6.6.3.2 Upon receipt of the "removal for cause" petition, the Executive Director shall immediately notify the accused and the CAC members. The Executive Director shall also notify the remaining members of the Board of Directors on a "for information only" basis.

6.6.3.3 The accused, at his/her option, has ten business days in which to issue a written rebuttal to the complaints in the petition, which the Executive Director shall immediately forward to the same parties listed in 6.6.3.2.

6.6.3.4 The CAC Chair, or Vice-Chair in the absence or recusal of the Chair, shall conduct a meeting of the CAC to be scheduled within thirty days of receipt of the petition and based on at least ten days' notice to all parties. Such meeting can be conducted by teleconference or other means. It may be conducted by the Association President or another member of the Executive Committee of the Board designated by the President should both the CAC Chair and Vice-Chair not be available, or decline to conduct the meeting, or are judged by the President to not

be impartial.

6.6.3.5 The meeting in 6.6.3.4 shall culminate in a vote on the "removal for cause" issue. A petition that receives a two-thirds affirmative vote of the entire CAC will result in the accused's removal from the Board. If the petition is not approved, a "removal for cause" petition may not be filed against the same CAC Representative for at least 180 days from the date of the vote.

7. Election Procedures for Chair, Vice-Chair and CAC Representative to the Board

7.1 The Nominations Chair (or designee) shall give each candidate for each office in turn, based on alphabetical order by last name, up to two minutes to present their qualifications. The Nominations Chair shall remain neutral throughout the deliberations and offer no opinions as to the relative merits of the candidates.

7.2 The Nominations Chair (or designee) will conduct the election for each office by paper ballot of all CAC members that are present for the elections meeting. Each member may only vote once per round of balloting for each available position.

7.3 If no candidate for an office receives a simple majority of the vote on the first ballot, then a "run-off" election shall be conducted.

7.3.1 If more than two candidates had run for the post in which no single candidate received a majority of the votes, then that candidate receiving the least number of votes shall be eliminated from further consideration.

7.3.2 If more than one candidate is tied for receiving the least number of votes yet at least two other candidates remain in contention by having received a higher number of votes, then all such tied candidates receiving the least number of votes shall be eliminated from further consideration.

7.3.3 If after the second ballot, three or more candidates remain in contention with none having received a simple majority, then this "run off" process shall continue through additional cycles.

7.3.4 Any two-way tie shall be broken by declaring a win for the candidate winning the best of three coin tosses.

8. Nominations Committee

8.1 The CAC Nominations Committee shall consist of three members each serving staggered three year terms.

8.2 At each Annual Meeting, after completing all other elections, the CAC Members shall elect one member of the Nominating Committee for a three-year term. The three Nominating Committee members shall also caucus to select a Chair of its Committee for the next year.

9. The CAC shall have the power to fill vacancies in any of its elected positions (Chair, Vice Chair and Nominations Committee) for the remainder of the unexpired term at any meeting of the CAC, provided its notice of the meeting includes mention of this in the agenda.

10. CAC Member Participation Expectations

10.1 Monthly Conference Calls. CAC members are expected to participate in all monthly conference call meetings.

10.1.1 If other business obligations make it impossible to attend all monthly conference calls, participation in 1 call per quarter should be considered a minimum acceptable level of involvement.

10.2 CAC Committees. A limited number of Committees exist. Thus there may not be enough opportunities for each CAC member to participate on a Committee in a given year, particularly if CAC membership is at its full complement of 24. Therefore, it is not expected that every CAC Member participate on a Committee each year. During a CAC Member's term of service, he/she will participate on at least one Committee and, if possible, during that four years chair a Committee.

10.3 CAC Annual Meeting. During the CAC annual meeting the Commercial Members are elected, and CAC leadership is selected. Commercial members are expected to attend the annual meeting. However, if travel is not possible due to work demands or budget constraints, then participation by electronic means is acceptable.

10.3.1 If circumstances do not allow participation in a specific annual meeting, the CAC member should communicate with the Chair in advance and explain why they cannot attend. The reasons for the member's absence should be documented in the minutes.

10.4 Process for Removal of a CAC Member Who is Not Meeting Participation Expectations.

10.4.1 The Chair and Vice-Chair should be the monitoring point for CAC member participation, but lack of participation can also be brought to their attention by any CAC member.

10.4.2 If a CAC member is absent from a monthly conference call and/or an in-person meeting without prior notification to the Chair or Vice-Chair, such absence will be considered "unexcused".

10.4.3 If a CAC member fails to attend three or more monthly conference calls and/or in- person meetings, then the CAC Chair shall notify the member in writing to make contact with the CAC Chair within 14 calendar days from the date of notification. Notice shall be provided by certified mail, with return receipt requested.

10.4.4 If the CAC member does respond within the 14-day period, then the Chairman will determine if the member intends to participate actively and assess that member's ability to meet the participation requirements going forward. The Chair may then choose to allow the member to retain his/her position on the CAC. If the CAC member does not respond within the 14-day period then the CAC member will be considered to have abandoned his/her position and will be immediately removed from the CAC.

11. CAC Representative to the Conference & Exposition Committee (CEC)

SECTION 7.6: COMMERCIAL ADVISORY COUNCIL

11.1 The CAC Representative to the CEC shall be elected in even-numbered years for a two-year term. To be eligible for nomination to this position, the individual shall have served on the CAC during the year prior to election to the position..

11.2 The nomination for this position shall include submission of all of the following:

11.2.1 A statement identifying the member's qualifications and interest in service (not to exceed 300 words);

11.2.2 A signed *Expectations of Service* in Appendix III; and

11.2.3 A signed *Employer's Concurrence of Candidacy* in Appendix IV.

11.3 The Nominations Chair must receive all nomination packages no later than July 10 of the year in which the candidate is seeking election.

11.4 Only those CAC members filing complete nomination packages by the above deadline will be eligible to stand for election. If no member files a complete nomination package by the deadline, only then shall nominations for this position be accepted from the floor. Nominations do not have to be seconded, however, nominees will have to sign the *Expectations of Service* in Appendix III before the election may proceed. A signed *Employer's Concurrence of Candidacy* in Appendix IV shall be submitted to the Executive Director no later than 30 days following the CAC Representative's election.

11.5 Removal. The CAC Representative may be removed on the basis of any of the following:

11.5.1 Malfeasance, misfeasance, or nonfeasance of duty, or for committing an act that brings significant discredit to the Association. Such removal shall be decided by following the Impeachment Processing Procedures of this Policy Manual.

11.5.2 A vote of "removal for cause" rendered by at least two-thirds of the entire CAC based on documented violations of the Expectations of Service in Appendix III.

11.5.2.1 Such a "removal for cause" petition must be filed with the Executive Director by at least three CAC members or a simple majority of the CEC membership. The written complaints in the petition must be confined to violations of the *Expectations of Service*.

11.5.2.2 Upon receipt of the "removal for cause" petition, the Executive Director shall immediately notify the accused and the CAC members. The Executive Director shall also notify the remaining members of the CEC on a "for information only" basis.

11.5.2.3 The accused, at his/her option, has ten business days in which to issue a written rebuttal to the complaints in the petition, which the Executive Director shall immediately forward to the same parties listed in 11.5.2.2.

11.5.2.4 The CAC Chair, or Vice-Chair in the absence or recusal of the

Chair, shall conduct a meeting of the CAC to be scheduled within thirty days of receipt of the petition and based on at least ten days' notice to all parties. Such meeting can be conducted by teleconference or other means. It may be conducted by the Association President or another member of the Executive Committee of the Board designated by the President should both the CAC Chair and Vice-Chair not be available, or decline to conduct the meeting, or are judged by the President to not be impartial.

11.5.2.5 The meeting in 11.5.2.4 shall culminate in a vote on the "removal for cause" issue. A petition that receives a two-thirds affirmative vote of the entire CAC will result in the accused's removal from the CEC. If the petition is not approved, a "removal for cause" petition may not be filed against the same CAC Representative for at least 180 days from the date of the vote.

APPENDIX I
EXPECTATIONS OF SERVICE AS THE COMMERCIAL REPRESENTATIVE ON THE APCO BOARD OF DIRECTORS

1. Secure the written approval of my employer (see Appendix II) to enable me to faithfully discharge my responsibilities;

2. Commit to carry out my full term of service and to participate in all scheduled meetings, either in person or by teleconference;

3. Schedule routine teleconferences to discuss concerns/issues with the CAC;

4. Develop a communications strategy to solicit the views of the CAC prior to Board meetings and to push information back out to the CAC following Board action;

5. Support communications strategies implemented by the CAC to keep the Chapter Commercial Advisory Members (CCAMs) and all Commercial members informed on CAC views and positions on Board issues;

6. Give strong deference to the CAC as the conduit on the Board to all Commercial Members, not just my company, and represent the entire CAC and its issues as appropriate; and in concert with what is best for APCO International;

7. Exercise independent judgement with the care an ordinarily prudent person in a like position would exercise and in a manner reasonably believed to be placing the best interests of APCO International over that of the CAC, one's company, or own personal interest.

8. Be intellectually flexible enough to take a stand during deliberations, but ultimately support the consensus of the Board so as not undermine the Association's position or create needless confusion;

9. Review all supporting documents in advance so as to be well informed and actively engaged in Board meetings;

10. Handle sensitive issues/discussions as confidential and/or proprietary to not violate the Board's trust; and

11. Be a fully active and engaged participant of the Board of Directors and so committed as to assert that more than one unexcused absence from a scheduled meeting during the year is grounds for my removal.

_____ _____

Signature of Nominee Date

APPENDIX II
EMPLOYER'S CONCURRENCE OF CANDIDACY
CAC Representative to the APCO Board of Directors

_____has discussed the desire to seek election as a Commercial Advisory Council (CAC) Representative to the Board of Directors of the Association of Public-Safety Communications Officials-International, Inc. (APCO). During our discussion, we reviewed the Expectations of Service and understand the support the employer may be required to provide from time to time to support this candidate's effective service as a CAC representative to the APCO Board of Directors.

As the candidate's employer, I recognize the mutual benefits of service to one's profession and pledge my support of the candidate's Board service, which may include, but may not be limited to, the following:

1. Service for typically a two-year term with the option for one renewal term.
2. Attendance at minimally four meetings per fiscal year of typically one day's duration for which two or more may require out-of-state travel that is fully reimbursable by APCO. Such meetings are typically scheduled months in advance, though special meetings may be called on shorter notice. The opportunity to participate in any meeting by web conference or through toll-free phone access will always be an option, though when scheduled as a face-to-face gathering, attendance at the meeting in person is preferable.
3. Investment of modest amounts of time on an ongoing basis to stay current with APCO activities and to communicate with the CAC and commercial members in general.
4. Access to email, telephone, facsimile, mail and Internet services at the workplace during normal work hours with APCO prepared to reimburse any use for Association business as needed.
5. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually.
6. During Board deliberations, the candidate is obliged to put the professional interests of APCO first and represent all commercial interests and to show appropriate loyalty and fidelity to decisions arrived at by the Board without regard to employer views or interests.
7. Notwithstanding the commitments noted above, APCO understands that certain responsibilities of the candidate to his/her employer may need to take precedence and APCO will provide reasonable assistance in supporting such arrangements.

I hereby agree to provide the above support of my employee if elected to serve as a member of the Board of Directors of the Association of Public-Safety Communications Officials-International, Inc.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF SUPERVISOR: _____

EMPLOYER ORGANIZATION NAME: _____

APPENDIX III
EXPECTATIONS OF SERVICE AS THE CAC REPRESENTATIVE ON THE APCO CONFERENCE & EXPOSITION COMMITTEE (CEC)

I, the undersigned, as the Commercial Advisory Council (CAC) Representative to the APCO Conference & Exposition Committee will:

1. Secure the written approval of my employer (see Appendix IV) to enable me to faithfully discharge my responsibilities;
2. Commit to carry out my full term of service and to participate in all scheduled meetings;
3. Provide routine briefings on CEC activities during CAC teleconferences and at CAC meetings;
4. Develop a communications strategy to solicit the views of the CAC prior to CEC meetings and to push information back out to the CAC following CEC action;
5. Give strong deference to the CAC as the conduit for Commercial Member input to the CEC's activities, not just my company, and represent the entire CAC and its issues as appropriate; and in concert with what is best for APCO International;
6. Exercise independent judgement with the care an ordinarily prudent person in a like position would exercise and in a manner reasonably believed to be placing the best interests of APCO International over that of the CAC, one's company, or own personal interest.
7. Be intellectually flexible enough to take a stand during deliberations, but ultimately support the consensus of the CEC so as not undermine the Association's position or create needless confusion;
8. Review all supporting documents in advance so as to be well informed and actively engaged in CEC meetings;
9. Handle sensitive issues/discussions as confidential and/or proprietary to not violate the CAC's trust; and
10. Be a fully active and engaged participant of the CEC and so committed as to assert that more than one unexcused absence from a scheduled meeting during the year is grounds for my removal.

_____ _____

Signature of Nominee Date

APPENDIX IV
EMPLOYER'S CONCURRENCE OF CANDIDACY
CAC Representative on the APCO Conference & Expositions Committee (CEC)

_____has discussed the desire to seek election as a Commercial Advisory Council (CAC) Representative to the CEC of the Association of Public-Safety Communications Officials-International, Inc. (APCO). During our discussion, we reviewed the Expectations of Service and understand the support the employer may be required to provide from time to time to support this candidate's effective service as a CAC representative to the CEC.

As the candidate's employer, I recognize the mutual benefits of service to one's profession and pledge my support of the candidate's CEC service, which may include, but may not be limited to, the following:

1. Service for typically a four-year term with the option for renewal terms.
2. Attendance at minimally one in-person meeting per fiscal year of 1-2 day's duration that will likely require out-of-state travel as well as conference calls minimally once per quarter.
3. Investment of modest amounts of time on an ongoing basis to stay current with CEC activities and to communicate with the CAC and commercial members in general.
4. Access to email, telephone, facsimile, mail and Internet services at the workplace during normal work hours with APCO prepared to reimburse any use for Association business as needed.
5. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually.
6. During CEC deliberations, the candidate is obliged to put the professional interests of APCO first and represent all commercial interests and to show appropriate loyalty and fidelity to decisions arrived at by the CEC without regard to employer views or interests.
7. Notwithstanding the commitments noted above, APCO understands that certain responsibilities of the candidate to his/her employer may need to take precedence and APCO will provide reasonable assistance in supporting such arrangements.

I hereby agree to provide the above support of my employee if elected to serve as a member of the Conference & Expositions Committee of the Association of Public-Safety Communications Officials-International, Inc.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF SUPERVISOR: _____

EMPLOYER ORGANIZATION NAME: _____

Approved by the Board of Directors: 05/06/2015
Amended by the Board of Directors: 05/18/2017

ARTICLE VII: COMMITTEES, TASK FORCES AND SERVICE RULES

SECTION 7.7: GROUP LEADERS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

The Executive Committee of the Board shall designate Group Leaders to oversee groups of Standing and other Committees.

AUTHORITY

The Executive Committee is authorized to appoint Group Leaders in accordance with Article VIII of the Association's Bylaws.

POLICY

1 Group Leader Appointments

1.1 The Executive Committee will review candidates for the position of Group Leader for any new or existing committee groupings.

1.2 The incoming First Vice-President will formally appoint the Group Leaders no later than the third week of April each year.

1.3 The term of the Group Leader will begin at the start of the Association's fiscal year beginning July 1 of each year.

1.4 The Group Leaders appointed shall have served as a committee member for a minimum of 5 years, with at least one term as a Committee Chair.

1.4.1 It is recommended that the five years of committee service were on two (2) or more different committees.

1.5 Group Leaders are restricted from serving in any capacity on any committee and subcommittee with the exception of "appointments as special assignments".

1.6 Group Leaders are limited to a 5 (five) year term limit.

1.7 Each Group Leader shall be assigned a group of no more than 5 Standing Committees, Special Committees, Task Forces, or projects to monitor their performance and ensure such work is in compliance with the Association's Long Range Strategic Plan.

2 Group Leader Responsibilities

2.1 Support the Committee Chair in the preparation of goals.

2.2 Assist in the routing of all budget requests prepared by the committee for approval by the Executive Committee.

2.3 Review travel requests in relation to committee's goals and insure committees remain within approved budget.

2.4 Process receipt of face-to-face meeting requests.

2.4.1 Review face-to-face meeting requests against the committee's budget, ensuring all budget, goal, and agenda items are properly documented.

2.4.2 Submit all completed forms to APCO International.

2.4.3 Assist the Chair in monitoring the Committee budget.

2.4.4 Ensure adequate funding exists prior to giving concurrence for formalizing any agreement or contract regarding hotel and meeting expenses.

2.5 Inform the committee membership, other Group Leaders, Board of Directors and the Executive Director with the timely reports of all meetings and related work of the committees.

2.6 Compile and forward required reports to the Executive Committee for review.

ARTICLE VIII: ASSOCIATION STAFF

SECTION 8.1: POLICY & PROCEDURES GUIDELINES

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish guidelines for the establishment of policies, practices and procedures necessary to the operation of the Association offices.

AUTHORITY

The Executive Director is granted authority to establish administrative, personnel, and operating policies, practices, and procedures as necessary for the function and operation of the Association offices.

POLICY

1. The Executive Director shall establish policies, as necessary, to ensure the effective and efficient function and operation of the Association offices.
    - 1.1 The authority to establish policies inherently includes the establishment of new policies, the amendment of existing policies, and the deletion of existing policies. For the purposes of this Section, all such actions shall be considered as an "amendment" of the Office Operations Manual.
    - 1.2 The Executive Director shall create and maintain an Office Operations Manual within which all such policies are filed. The form and structure of such Manual shall be at the discretion of the Executive Director.
        - 1.2.1 The Executive Director shall ensure that all employees are made aware of and have access to a copy of the Office Operations Manual. All employees also shall be made aware of and have access to all amendments to the Office Operations Manual.
        - 1.2.2 The Executive Director shall provide each member of the Executive Committee of the Board of Directors ("Board") with a copy of the Office Operations Manual and all amendments thereto.

1.2.3 Members of the Association may request access to a copy of the Office Operations Manual, but the Executive Director is not required to provide routine updates to such members. With this regard, the Executive Director is encouraged to make the Office Operations Manual available on the APCO Website.

1.3 Policies contained in the Office Operations Manual shall not conflict with any requirement contained in the Association's Bylaws but rather shall serve to support and implement the requirements of those documents.

1.4 Policies contained in the Office Operations Manual shall not conflict with the policies of the Association as contained in this Policy Manual but rather shall serve to support and implement the requirements of that document.

1.5 Policies contained in the Office Operations Manual shall not conflict with the policies and procedures established in the Annual Conference Manual but rather shall serve to support and implement the requirements of that document.

1.6 Policies contained in the Office Operations Manual shall not conflict with the policies and procedures established in the Policy and Procedures for each APCO Subsidiary but rather shall serve to support and implement the requirements of those documents with regard to the specific subsidiary.

1.7 Policies contained in the Office Operations Manual shall support implementation of the goals and objectives as delineated in the Association's Long Range Strategic Plan.

1.8 Policies contained in the Office Operations Manual shall be in compliance with Federal, State, and Local laws and regulations.

1.9 Proposed amendments to the Office Operations Manual are subject to review and approval by the Executive Committee of the Board.

1.9.1 A printed copy of a proposed amendment shall be presented to the Executive Committee of the Board for their review. Such presentation shall include a description of the proposed amendment in a manner similar to the description required for amendment of the APCO Policy Manual as contained in the Policy Manual Edits section of this Policy Manual. Such presentation may be made via E-mail, regular mail, facsimile, by hand, or by any other appropriate means.

1.9.2 The Executive Committee of the Board shall be granted at least seven (7) days to comment on the proposed amendment. If a longer period of review is proposed, then the Executive Committee of the Board shall be notified of the date by which they are expected to take action. The Executive Committee of the Board also may request a longer period of time to complete their review and such request shall be granted provided that a specific date is established for completion of the review.

1.9.3 The Executive Committee of the Board may officially vote to adopt or reject the amendment, in which case a majority vote shall be required. The President shall notify the Executive Director of such decision.

1.9.4 In the event the Executive Committee of the Board fails to either adopt or reject the amendment within seven (7) days or within such other time period as may have been established, then the amendment shall be deemed as having received approval by the Executive Committee of the Board and shall become effective.

2. The Executive Director may establish practices and procedures as s/he may deem appropriate to the effective and efficient function and operation of the Association offices.

2.1 The Executive Director shall create one or more Office Practices and Procedures Manual(s), as appropriate, within which such practices and procedures are filed. The form and structure of such Manual(s) shall be at the discretion of the Executive Director.

2.1.1 The Executive Director shall ensure that all employees are made aware of and have access to a copy of the Office Practices and Procedures Manual as may apply to the job they are performing. All employees also shall be made aware of and have access to all amendments to the Office Practices and Procedures Manual as may apply to the job they are performing.

2.1.2 Members of the Executive Committee of the Board may request a copy of the Office Practices and Procedures Manual(s), but the Executive Director is not required to provide routine updates to such officers.

2.2 The Executive Director may add new sections to, modify existing sections of, or delete sections from the Office Practices and Procedures Manual(s), as necessary.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 12/01/2011; 09/22/2013; 09/27/2014

ARTICLE VIII: ASSOCIATION STAFF

SECTION 8.2: OFFICE STAFF

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish policies with regard to the employment, discipline and compensation of Association Staff.

AUTHORITY

The Executive Director is granted authority over matters of employment for all employees subject to this section of this Policy Manual.

POLICY

1. With certain exceptions and within the guidelines established herein, the Executive Director has sole authority to hire, terminate, assign, evaluate, discipline and set the compensation rate and benefits for all employees of APCO-International, Inc.

    1.1 The Executive Committee of the Board of Directors ("Board") shall retain legal counsel, subject to confirmation by the Board of Directors. Such counsel shall be engaged to furnish general legal advice and assistance to the Association.

    1.2 The Executive Committee shall retain regulatory counsel, subject to confirmation by the Board of Directors. Such counsel shall be engaged to provide advice and assistance to the Association in the preparation and presentation of matters before regulatory and other bodies.

    1.3 The Executive Committee of the Board, in consultation with the Executive Director, shall select individuals to perform the duties of legal and regulatory counsel and controller.

        1.3.1 The individuals selected to perform the duties of counsel and controller may be either an employee of the Association or a contractor.

1.4 The Executive Director shall not have authority to hire or terminate the individuals selected to serve as counsel and controller without the consent of the Executive Committee of the Board nor shall the Executive Director have authority to assign duties, evaluate, and/or discipline such individuals with regard to their roles as counsel or controller.

1.4.1 The Executive Committee shall notify the Board of Directors whenever a new controller is selected or terminated.

2. The Executive Director shall not add positions to the Association's Organizational Chart, as approved within the Annual Budget, without prior consent of the Executive Committee of the Board.

3. The Executive Director may reassign individual employees within the Association's organizational structure provided that the following conditions are satisfied. Any reassignment that fails to satisfy these conditions shall require approval by the Executive Committee of the Board.

3.1 The reassignment does not increase the total number of approved positions within the Association.

3.2 The reassignment does not create a higher level position (e.g., a reassignment that results in an increase in the total number of Director-level positions would require approval by the Executive Committee of the Board, whereas a reassignment that moves a manager-level position from one department to another would not require approval by the Executive Committee of the Board).

3.3 The reassignment does not increase the total budgeted cost for Full-Time Equivalent (FTE) staffing of the Association.

3.4 The reassignment does not significantly impact or change an approved program or service.

3.5 The reassignment does not move a position from one major cost center into any other major cost center (e.g., moving an employee from one subsidiary into any other subsidiary would require approval by the Executive Committee of the Board. For purposes of this restriction, the parent organization APCO-International, shall be considered to be a major cost center that is separate from each of the subsidiaries which also are major cost centers.)

4. The Executive Director shall establish a job classification system applicable to the Association staff.

4.1 The job classification system shall recognize both the similarities and the differences in duties assigned to each position. It also shall recognize the knowledge, experience and skills required to perform the duties associated with each position.

4.2 To the greatest extent possible, the job classification system should group positions into “classes” that exhibit similarities as a means of ensuring equal treatment of individual employees regardless of their job assignment within the Association.

4.3 The Executive Committee of the Board may request a copy of and make comments regarding the job classification system. In doing so, however, the Executive Committee of the Board should concern itself with the broad aspects of the system and not get into the fine detail of specific positions.

5. The Executive Director shall establish a compensation system that includes both salary and benefits.

5.1 The compensation system shall be based upon the job classification system and provide similar compensation to individual employees performing similar duties regardless of their specific job assignment.

5.1.1 The compensation system may recognize differences in the cost of living applicable to different parts of the U.S.

5.2 The compensation system may provide for a range of compensation within which individual employees may be placed.

5.3 The compensation system shall comply with Federal, State and Local laws and shall comply with the Equal Opportunity requirements of this Policy Manual.

5.4 The compensation system shall provide for payment of overtime to employees in accordance with the requirements of Federal, State and Local laws.

5.4.1 The compensation system may provide for employees who are “exempt” under the Fair Labor Standards Act to receive compensating time off in lieu of receiving overtime.

5.5 The Executive Council authorized the creation of a retirement system for Association employees.

5.5.1 A substantial change shall not be made to the retirement system without the approval of the Executive Committee of the Board.

5.5.2 The retirement system shall not be eliminated without the approval of the Board of Directors. Failing to provide adequate funding for the retirement system within the Annual Budget shall be considered “elimination” of the system.

5.6 The Executive Director shall ensure that adequate funds necessary to support the compensation system are included in the Annual Budget.

5.7 The Executive Committee of the Board may request a copy of and make comments regarding the compensation system. In doing so, however, the Executive Committee of the Board should concern itself with the broad aspects of the system and not get into the fine detail of specific positions.

6. The Executive Director shall establish policies for providing employees with vacation leave and sick leave.

6.1 The “leave” policies shall comply with Federal, State, and Local laws.

6.2 The “leave” policies shall provide for not less than 2 weeks (10 working days) of paid vacation leave annually for each employee. The “leave” policies may provide for the vacation leave to be accrued on a monthly basis such that employees working less than a full year receive vacation leave on a pro-rated basis.

6.3 The vacation leave of new employees serving an initial probationary period of not more than one (1) year, may be withheld pending completion of the probationary period at which time the vacation leave that would have been earned shall be accrued as a lump sum.

6.4 The “leave” policies may recognize differences in employee longevity by compensating employees having longer longevity with more vacation leave.

6.5 The “leave” policies may include requirements for reasonable notification prior to the leave being granted and may restrict the specific scheduling of vacation leave. For example, employees may be prohibited from using vacation leave during the period surrounding the Annual Conference.

6.6 The “leave” policies may include limitations on the carry-over of vacation and/or sick leave from one year to the next.

7. The Executive Director shall establish a procedure for recruiting and hiring new staff members. Such procedure shall comply with the Equal Opportunity requirements of this Policy Manual.

8. The Executive Director shall establish a procedure for the regular evaluation of an individual employee’s performance.

8.1 The “evaluation” procedure shall provide for at least one (1) formal evaluation of each employee each year. Such evaluation shall be documented and the results discussed with the employee.

8.2 The “evaluation” procedure shall provide for not less than three (3) formal evaluations of a probationary employee spread equally over the probationary period. Such evaluations shall be documented and discussed with the employee.

8.3 The “evaluation” procedure shall provide a method for employees to appeal the evaluation to the Executive Director.

9. The Executive Director shall establish a process for the discipline of employees.

9.1 The disciplinary process should provide a progression of discipline that recognizes both the severity of the initial offense and a failure of the employee to correct unacceptable behavior. The final step in the progression is termination.

9.2 The disciplinary process shall comply with Federal, State, and Local laws and shall comply with the Equal Opportunity requirements of this Policy Manual.

9.3 The disciplinary process shall provide that the Executive Director is the final point of appeal except that in the event that an employee claims that the Executive Director has been capricious or has violated Federal, State, or Local law or has violated APCO policy, then the employee may appeal to the Executive Committee of the Board.

ARTICLE VIII: ASSOCIATION STAFF

SECTION 8.3: EXECUTIVE DIRECTOR

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish the role, responsibilities and duties of the Executive Director of the Association.

AUTHORITY

The position of Executive Director is created in Article XI of the Association's Bylaws. The role, responsibilities and duties of the Executive Director are in accordance with Article XI of the Association's Bylaws and this Policy Manual.

POLICY

1. The Executive Director serves as the Chief Executive Officer (CEO) of the Association.
    1.1 The Executive Director shall be considered an "exempt" employee under the Fair Labor Standards Act (FLSA) and other similar laws, rules, and regulations.
2. Within certain limitations, the Executive Director is responsible for managing all aspects of the Association, its employees and businesses.
3. The terms and conditions of the Executive Director's employment shall be defined in a "personal services contract" negotiated between the Association President and the Executive Director. Such contract shall be reviewed by appropriate legal counsel and ratified by a majority vote of the Executive Committee of the Board of Directors ("Board").
    3.1 The appointment and removal of the Executive Director shall be the decision of the Executive Committee of the Board with the consent of two-thirds of the Board of Directors.
4. Minimum Qualifications
    4.1 Education
        4.1.1 A minimum of a bachelor's degree from an accredited college or university with major course work in business management or public administration. Consideration will be given to degrees in political science or closely related fields involving government and legislative affairs.
        4.1.2 A master's degree in the above fields is highly desirable.
    4.2 Experience

4.2.1 A minimum of ten (10) years experience in a senior level management position in business, public administration, or association management.

5. Duties and Responsibilities

5.1 Acts in an executive capacity, managing the affairs of the Association. Also manages any subsidiary, including the Public Safety Foundation of America, Inc.

5.2 Implements the requirements of the Association's Bylaws and this Manual; the directives of the President; the policies of the Executive Committee of the Board; and resolutions of the Board of Directors.

5.3 Responsible for recruitment, employment, professional development, motivation, performance evaluation, and discipline of all employees of the Association and its subsidiaries with the exception of the Controller and Legal Counsel.

5.4 Delegates assignments and responsibilities to staff in an efficient, effective, and responsible manner.

5.5 Performs regular assessments of operational, staffing, and fiscal needs.

5.6 Directs the development, updating, and maintenance of personnel policies and procedures. Assures a sound organizational structure as well as the effective and efficient operations of the Association and its subsidiaries.

5.7 Develops and administers the annual budget of the Association in conjunction with the Board of Directors.

5.8 Communicates effectively, both verbally and in writing, to a diverse range of audiences and in different settings.

5.9 Actively seeks opportunities for Association growth and financial improvement in all areas of operation.

5.10 Works proactively in response to the changing environment by developing policies for the review and approval of the Executive Committee of the Board as necessary or upon request.

5.11 Serves as an ex officio member of the Executive Committee and the Board of Directors of the Association, and the Board of Directors for each of subsidiary.

5.11.1 Ensures the compilation of accurate minutes for official meetings of each such group to include, as a minimum, all significant actions taken.

5.11.2 Maintains a list of action items for each such group.

5.11.3 Submits reports, as appropriate, regarding the status of activities, projects, and action items.

5.12 Develops and maintains relations, to the extent necessary and appropriate, with members of federal legislative and regulatory bodies.

5.13 Serves as liaison with other associations and organizations related to public safety communications.

5.14 Ensures that the Board of Directors and the Executive Council are fully informed of Association conditions on a regular basis through the use of routine briefings and updates.

5.15 Reviews legal documents and government regulations, which are usually complex in nature, and assists in the development, negotiation, and administration of legal contracts and/or agreements.

5.16 Plans, coordinates, and conducts public relations programs to enhance public awareness of the Association and the positions taken by the Association on public safety matters.

5.17 Plans, organizes, and directs membership promotion and retention programs. Evaluates results of such programs and recommends policies, procedures, and actions to achieve membership goals.

5.18 Plans and executes communications to the Association's membership to include newsletters, general mailings, news releases, etc.

5.19 Oversees publication of the official APCO magazine.

5.20 Acts as the Association's spokesperson when Officers of the Board of Directors are not available.

5.21 The Executive Director shall have authority to establish administrative, personnel, and operating policies, practices, and procedures as necessary to the efficient function and operation of Association offices.

5.22 The Executive Director shall have authority to enter into contracts to lease and/or purchase equipment and supplies necessary to the function and operation of the Association subject to the limitations of the annual budget and subject to the prior approval of the Board of Directors for all expenditures exceeding an amount established by the Board of Directors.

5.23 The Executive Director shall have authority to enter into contracts for consulting and personal services necessary to the function and operation of the Association subject to the limitations of the annual budget and subject to the prior approval of the Executive Committee for all expenditures exceeding an amount established by the Board of Directors.

5.24 The Executive Director shall have authority to incur reasonable and proper personal expense in the conduct of Association business subject to reimbursement by the Association.

5.25 The Executive Director shall have authority to reimburse reasonable and proper personal expense by employees of the Association in the conduct of official business.

5.26 The Executive Director shall have the authority to sign official documents in the name of the Association subject to a requirement that whenever prior approval is required from the Executive Committee or from the Board of Directors for the action being taken by the signing of the document, such approval shall have been first obtained.

5.27 The Executive Director shall have the authority to designate a full-time employee to perform the functions assigned to the Controller.

5.28 The Executive Director shall have authority to set the compensation rate and benefits for all employees except as provided below:

5.28.1 The compensation rate and benefits for all employees are subject to the limitations of the Annual Budget, as approved by the Board of Directors.

5.28.2 The Executive Director's authority to set the compensation rate and benefits of the individual serving as the Controller is subject to approval by the Executive Committee of the Board.

5.29 Fulfills all other responsibilities and duties listed in the Association's Bylaws and this Policy Manual and as may be assigned by the Board of Directors.

6. Required Skills

6.1 Must possess conflict resolution, problem solving, persuasive negotiation skills, and strategic thinking.

6.2 Must be able to establish effective working relationships with a wide variety of individuals and organizations to include the Association's membership, elected officers and volunteers serving on committees and task forces; the Association staff; other public safety-related associations and their representatives; governmental representatives; and others.

6.3 Must be able to review and evaluate legal documents and government regulations with the assistance of legal counsel, as required.

6.4 Must be able to assist in the development, negotiation, and administration of legal contracts with the assistance of legal counsel, as required.

6.5 Must be able to analyze fiscal and financial reports, forms, and data and use that information in the formulation and administration of the Association's annual budget.

6.6 Must effectively delegate work assignments.

6.7 Must be able to maintain order in an environment of changing priorities.

6.8 Must be able to maintain a professional demeanor and positive attitude in stressful situations.

6.9 Must be able to work independently but also be able to accept and follow direction from the President, the Board of Directors, and the Executive Council.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 08/16/2012

ARTICLE VIII: ASSOCIATION STAFF

SECTION 8.4: EXECUTIVE DIRECTOR SELECTION PROCESS

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish the process for filling a vacancy in the position of Executive Director.

AUTHORITY

The Executive Committee with the consent of two-thirds of the Board of Directors is authorized to engage the services of an Executive Director in accordance with Article XI of the Association's Bylaws and this Policy Manual.

POLICY

1. Selection Methods. The Executive Committee of the Board of Directors ("Board") may choose among the following selection methods for filling a vacancy in the position of Executive Director:

    1.1 Recommend promoting the current Deputy Executive Director or an equivalent senior staff person to the Executive Director position.

        1.1.1 Such a recommendation may be made in lieu of or following a period of time in which said senior staff person has been elevated to the post on an interim basis.

        1.2.1 Such a recommendation shall bypass the Search Committee and Search Process, but shall be subject to the Confirmation and Hiring Process under paragraph 5 below.

    1.2 Engage an Executive Search Firm to conduct and support the search process under the direction of the Executive Committee of the Board.

        1.2.1 A contract with an Executive Search Firm will define at a minimum which steps of the process the Firm is responsible to complete, the timeline for completion, and all fees or commissions associated with such services.

        1.2.2 In support of the Executive Search Firm, the President shall appoint a Search Committee as identified in section 2 below.

        1.2.3 The Human Resources Director will be assigned a role as deemed appropriate to assist the Executive Search Firm.

1.3 Appoint a Search Committee, which may work independent of or in support of an Executive Search Firm.

2. Search Committee.

2.1 Except under the selection method in 1.1 above, the President shall appoint a Search Committee consisting of the following individuals:

2.1.1 Two (2) Past Presidents of the Association one of whom shall be appointed chair of the Search Committee.

2.1.2 Four (4) members of the Board of Directors.

2.1.2.1 The Board of Directors shall select these members based upon one (1) member from each Region.

2.1.2.2 If both regional representatives wish to serve, then the Executive Council members from the region shall determine which one shall serve on the Search Committee.

2.1.3 One (1) representative selected by the Commercial Advisory Council.

2.1.4 The Deputy Executive Director or, if s/he is unable, another member of the Association Staff at the Director level or above.

2.3 Members of the Search Committee, including the Commercial Advisory Council member, shall be reimbursed for travel expenses necessary to participate in the activities of the Committee in accordance with the General Travel Policy section of this Policy Manual.

3. Ineligible Applicants. The following individuals shall not be eligible to apply for the position of Executive Director nor shall they be considered for the position at any time during the hiring process.

3.1 Members of the Search Committee.

3.2 Current members of the Board of Directors.

3.3 Any person who served on the Executive Committee of the Board during the 24-month period prior to the Executive Director position becoming vacant.

4. Search Process.

4.1 Human Resources shall prepare a job specification based upon the duties and responsibilities of the Executive Director as detailed in the Association's Bylaws and this Policy Manual. This job specification should be largely based upon the Executive Director section of this Policy Manual.

4.1.1 The job specification shall be presented to the Executive Committee of the Board for their approval prior to it being released to the public. The Executive Committee of the Board shall be allowed fifteen (15) days to make comments.

4.1.2 If at the end of the 15-day comment period, the Executive Committee of the Board has not taken action to approve or disapprove the job specification, then the job specification shall be deemed to have been approved by the Executive Committee of the Board.

4.2 The Executive Committee of the Board shall establish a maximum compensation rate for the Executive Director. Such maximum compensation rate shall be communicated to the Search Committee and to the Human Resources Director for use in screening candidates, but shall not be disclosed to the candidates.

4.2.1 Candidates who request higher compensation may be eliminated from consideration during either the Human Resources Director review of submitted applications or during the Search Committee's deliberations.

4.2.2 The Executive Committee of the Board may need to revise their statement of "maximum compensation" during the search process. If this occurs, any candidate who may have been eliminated due to "high compensation expectations" shall be placed back into the pool of potential candidates. They may be otherwise removed from the pool based upon other criteria.

4.3 The Human Resources Director, or the Executive Search Firm if utilized, may cause an advertisement to be published in a wide variety of online job banks and/or publications with the intent of seeking out and soliciting interest from qualified candidates across the country. The advertisement shall instruct potential candidates to contact the Association offices for information and shall establish a cut-off date for the submittal of applications.

4.3.1 The official APCO magazine may be one of the publications within which an advertisement is placed.

4.3.2 Publication in the official publications or online job search portals of related associations such as the International Association of Chiefs of Police, the International Association of Fire Chiefs, the International City/County Management Association, and the American Society of Association Executives should be considered as good venues to seek candidates.

4.3.3 Publication in newspapers or online job search portals having wide circulation, such as the *WASHINGTON POST*, the *NEW YORK TIMES*, the *CHICAGO TRIBUNE*, the *LOS ANGELES TIMES*, and the *WALL STREET JOURNAL* may be considered as good venues to seek candidates.

4.4 The Human Resources Director, or the Executive Search Firm, shall provide interested candidates with a copy of the job specification and a description of the Association.

4.5 Candidates shall prepare a resume and a statement of qualifications describing their background and experience that would be applicable to this position. Each candidate also shall provide a list of references and a statement of their expectations with regard to compensation. This information shall be collectively known hereinafter as the "application".

4.6 Candidates shall be instructed to submit their applications not later than a specified "cut-off date". Such submittal shall be forwarded in an appropriate manner to the Human Resources Director at the Association offices, or the Executive Search Firm.

4.6.1 The "cut-off date" for the submittal of applications shall be set so as to allow interested candidates approximately 14 calendar days in which to prepare and submit the required information.

4.7 The Human Resources Director, or the Executive Search Firm, shall review the applications.

4.7.1 Applications that are incomplete or that are from candidates who are clearly unqualified shall be set aside. Such applications are to be stored in a safe and secure location until the completion of the selection process. No other person shall review such applications without the approval of the Chair of the Search Committee.

4.7.2 Applications from candidates who appear to satisfy the minimum qualifications shall be copied for distribution to the Search Committee and distributed in a manner agreeable to the Chair of the Committee.

4.7.2.1 If a significant number of applications are received, the Search Committee may request that the Human Resources Director, or the Executive Search Firm, select and forward only the "best" applications based upon the requirements contained in the job specification and the available compensation rate.

4.7.2.2 If the current Deputy Executive Director submits an application, s/he will be considered if an employee in good standing with the Association.

4.7.3 The "original" copy of the applications from qualified candidates shall be stored in a safe and secure location until the completion of the selection process. No other person shall review such applications without the approval of the Chair of the Search Committee.

4.8 The Search Committee shall review the applications and select approximately five (5) candidates with whom they wish to conduct a formal interview.

4.8.1 The Search Committee may conduct a telephone interview with the potential candidates as a means of helping them to select the five "best" candidates with whom to conduct a formal interview.

4.9 The Human Resources Director, or the Executive Search Firm, shall conduct a "reference check" of the candidates selected for formal interview. Based upon the results of this "reference check", the Search Committee may revise the list of candidates with whom a formal interview will be conducted.

4.10 The "successful" candidates shall be invited preferably to the Association offices for a formal interview. The candidates shall be notified that they will be interviewed by the Search Committee and that, if successful, they also may be invited to an interview with the Executive Committee of the Board.

4.10.1 Each candidate shall be reimbursed for his/her travel expenses in accordance with the General Travel Policy section this Policy Manual. Candidates shall be provided with a copy of that section and with information on how to submit their claim for reimbursement.

4.11 The Search Committee shall interview each of the candidates they have selected for a “formal interview”.

4.12 The applications of the three “best qualified” candidates shall be forwarded to the Executive Committee of the Board for their consideration together with, if appropriate, the recommendations of the Search Committee.

4.13 The Executive Committee of the Board may schedule a formal interview with any or all of the “best qualified” candidates.

4.13.1 The time and place of such interview(s) should be arranged to maximize the convenience for the parties involved while minimizing the expense to the Association. For this reason, it may be advisable to conduct such interviews on the day following the interviews conducted by the Search Committee.

4.13.2 Candidates being interviewed by the Executive Committee of the Board shall be reimbursed for their travel expenses in accordance with the General Travel Policy section of this Policy Manual.

4.15 The Executive Committee of the Board shall select one candidate for presentation to the Board of Directors.

4.15.1 The Executive Committee may make a “conditional job offer” to the selected candidate with the understanding that such offer cannot be finalized until the Board of Directors approves the appointment.

4.15.2 If the Executive Committee of the Board finds that none of the candidates are acceptable, they may reconsider the selection method or ask the Search Committee to give them a new list of three (3) candidates. This may require that a new series of interviews be conducted and it may require that factors, such as the compensation limitations, that may have served to eliminate potential candidates be reconsidered. Therefore, the process shall return to an appropriate point above as may be necessary to identify the “new three” candidates for the Executive Committee of the Board to consider.

5. Confirmation and Hiring Process for all Selection Methods.

5.1 The Executive Committee of the Board shall prepare a statement of the qualification of their “selected” candidate and forward such statement to the Board of Directors for its consideration.

5.2 The Board of Directors shall consider the statement of qualification and vote to confirm or not-confirm the appointment of a new Executive Director.

5.2.1 To the extent that the Board of Directors can consider the appointment of a new Executive Director as part of a regularly scheduled meeting, it should do so. This has the advantage of facilitating “open” discussion

5.2.1.1 The Board of Directors may enter into “Executive Session” to further facilitate an open discussion.

5.2.1.2 The Board of Directors may have the candidate attend its meeting so as to be available to answer any questions and to meet with Board members. If the candidate is asked to attend the meeting, then his/her travel expenses shall be reimbursed in accordance with the General Travel Policy section of this Policy Manual.

5.2.2 If the Board of Directors will not be in regular session within a reasonable period of time, then the President may call a special meeting for the purpose of confirming a new Executive Director.

5.2.3 Alternatively, if the Board of Directors will not be in regular session within a reasonable period of time, the Executive Committee may ask that the Board of Directors confirm the appointment in accordance with the Significant Action Procedures of this Policy Manual.

5.2.4 Regardless of the method by which the Board of Directors is brought to vote on confirming appointment of a new Executive Director, such vote shall require a two-thirds (2/3) affirmative vote by the Board of Directors.

5.3 If confirmed by the Board of Directors, the President shall enter into negotiations with the selected individual to establish a “personal services contract” making the individual the Executive Director.

5.3.1 APCO’s legal counsel shall review the “personal services contract” prior to it be being approved.

5.3.2 The Board of Directors shall approve the “personal services contract” by majority vote.

5.3.3 If the President and the selected individual are unable to settle on a “personal service contract” acceptable to all parties, then the Executive Committee of the Board shall select a new candidate by returning to an appropriate point in the Selection Process.

5.4 The selected individual shall not report for duty nor represent himself/herself as the Executive Director until the “personal services contract” is signed.

6. The selection process is completed when both the President and the selected individual have signed the “personal services contract”.

Approved by the Executive Council: 08/14/2009

ARTICLE VIII: ASSOCIATION STAFF

SECTION 8.5: EXECUTIVE-LEVEL COMPENSATION

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

PURPOSE

To determine executive-level compensation in a manner that creates a presumption of reasonableness.

AUTHORITY

The Association is authorized to establish and adhere to an executive-level compensation determination process consistent with IRS Safe Harbor provisions applicable to federally tax-exempt entities.

POLICY

1. DEFINITION

    1.1 Persons covered under this process shall include the Executive Director and any principal officers, key employees or consultants that receive reportable compensation from the Association and/or a subsidiary in excess of $150,000 for the year.

2. DETERMINATION OF COMPENSATION

    2.1 The process shall include all of the following:

        2.1.1 The compensation of the person is reviewed and recommended by the Executive Committee of the Board and approved by the Board of Directors provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.

        2.1.2 The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.

        2.1.3 There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

Approved by the Executive Council: 08/14/2009

ARTICLE VIII: ASSOCIATION STAFF

SECTION 8.6: WHISTLEBLOWER PROTECTION

PURPOSE

To encourage and protect employees, consultants, members and other involved parties to come forward with credible information on illegal practices or serious violations of policy or law.

AUTHORITY

The Association is authorized to establish and adhere to a whistleblower protection policy to conform with IRS guidelines for federally tax-exempt entities.

POLICY

1. Encouragement of Reporting

    1.1 The Association encourages complaints, reports or inquiries about illegal practices or serious violations of its policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

    1.2 Other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment through human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from Retaliation

    2.1 The Association prohibits retaliation by or on behalf of the Association against employees, members or involved parties for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. Reporting Violations

3.1 Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the grounds for the complaints, reports or inquiries.

3.2 In the case of Association employees or consultants, complainants should be directed to one's immediate superior, or anyone in the chain of command (e.g., Human Resources Director) up through the Executive Director or President. Complainants may bypass those persons in the command chain that they implicate, or whose impartiality could be questioned.

3.3 Members or other parties should lodge their complaints with the Executive Director, President or if both parties are implicated, the next highest ranking official within management or the elected leadership who can be assumed to be impartial.

3.4 The Association will conduct a prompt, discreet, and objective review or investigation, bearing in mind that it may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

ARTICLE VIII: ASSOCIATION STAFF

SECTION 8.7: CONTROLLER

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors]

PURPOSE

To establish the role, responsibilities and duties for the position of Controller of the Association.

AUTHORITY

The position of Controller was created in 1988 by action of the Membership Quorum. The role, responsibilities and duties of the Controller are in accordance with Article XI of the Association's Bylaws and this Policy Manual.

POLICY

1. There shall be a non-elected Controller, as provided in the Bylaws. The Executive Committee of the Board of Directors ("Board"), in consultation with the Executive Director, shall select an individual to perform the duties of the Controller.
    - 1.1 The individual selected to perform the duties of the Controller may be either an employee of the Association or a contractor.
    - 1.2 The Executive Committee shall notify the Board of Directors whenever a new Controller is selected and/or the current Controller is terminated.
2. The Controller shall report directly to the Executive Committee of the Board except as provided below.
    - 2.1 In the event that the Executive Committee fails, in the opinion of the Controller, to adequately address a reported discrepancy, the Controller shall report that discrepancy directly to the Board of Directors.
3. The individual serving as the Controller shall have the authority to carry out his/her duties. The Controller shall be responsible for ensuring that the Association and its subsidiaries conduct their financial duties in a proper manner. To this extent, the Controller's duties shall include, but not be limited to, the following;

3.1 Monitoring and reporting both the receipt and expenditure/disposal of monies and assets by the Association and its subsidiaries, to ensure compliance with Federal, state, and local laws and regulations. In particular, this monitoring shall be conducted in such a manner as to protect the tax status of the Association and its subsidiaries.

3.2 Monitoring and reporting both the receipt and expenditure/disposal of monies and assets by the Association to ensure compliance with the Annual Budget and with the requirements of the Association Bylaws, this Policy Manual and such other published directives of the Executive Committee of the Board, the Board of Directors, the Executive Council, and/or the Executive Director

3.3 Monitoring and reporting both the receipt and expenditure/disposal of monies and assets by the Association's subsidiaries to ensure compliance with the Annual Budget and with the requirements of the Association Bylaws, the APCO Policy Manual, the Bylaws of the subsidiary, the policy manual of the subsidiary, and such other published directives of the Executive Committee of the Board, the Board of Officers, the Executive Council, the Policy Manual of each subsidiary, the Advisory Committee for the subsidiary, and/or the Executive Director.

4. The Controller shall have the authority to monitor the expenditure of funds by the Association to ensure such expenditures are in accordance with Federal, state and local laws and regulations and with the Annual Budget, the Constitution, the Bylaws, the APCO Policy Manual, the Bylaws of the Association's subsidiaries, and the Policy Manuals of the Association's subsidiaries and other published policies.

5. The Controller shall have the authority to monitor the use and disposal of Association assets to ensure that such use/disposal is in accordance with Federal, state and local laws and regulations and with the Annual Budget, the Constitution, the Bylaws, the APCO Policy Manual, the Bylaws of the Association's subsidiaries, the Policy Manuals of the Association's subsidiaries and other published policies.

6. The Controller shall have the authority to report discrepancies in the expenditure of funds and/or the use or disposal of Association assets directly to the Executive Director, the Executive Committee, the Board of Directors and the Executive Council, as he/s/he deems appropriate.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 01/29/2013

ARTICLE IX: TRAVEL

SECTION 9.1: GENERAL TRAVEL POLICY

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish a policy for reimbursement of travel expenses incurred by members or others while on official business of the Association.

AUTHORITY

The President of the Association is authorized to incur reasonable and proper personal expense in the conduct of the Association's business subject to reimbursement and to authorize the reimbursement of reasonable and proper personal expenses by members or others in the conduct of the Association's business in accordance with this Policy Manual.

POLICY

1. It is the Association's policy to provide payment and/or reimbursement for reasonable and proper travel expenses incurred by members of the Association while conducting official business of the Association. Such travel may include, but is not limited to:
   - 1.1 Travel to participate in meetings of Association committees, task forces, or projects.
   - 1.2 Travel to represent the Association at meetings of other organizations.
   - 1.3 Travel to make presentations to the U.S. Congress, the Federal Communications Commission, or other entities.
   - 1.4 Expense reimbursement will be paid when consistent with this policy and when the travel had been properly approved prior to incurring the expense. In granting approval, the President shall ensure that such travel expense is consistent with the Association's budget.
   - 1.5 The Executive Committee of the Board of Directors ("Board") may permit, at its own discretion, "after-the-fact" payment of expenses for travel that was made without proper prior approval.

2. In the case of committees, task forces, or projects that are allocated specific amounts in the Association budget for travel (e.g. the Project 25 Committee receives an annual Federal Grant for use in supporting committee travel to meetings), the Board of Directors is encouraged to delegate authority for approving specific travel to the committee chair/project director subject to a requirement that the budget is not to be exceeded without prior approval.

3. Travel advances for transportation, hotel, and/or meals may be obtained upon written request subject to the requirement that such payment shall not exceed the estimated costs or the provisions of this policy, whichever is lesser.

4. All requests for payment/reimbursement shall be submitted to the Association's Headquarters in the form and manner specified by the Executive Director.

    4.1 Such report shall be made within 14 calendar days following completion of the travel except that the Executive Director may permit a longer period of time when the member so requests an extension and provides justification to the satisfaction of the Executive Director.

5. The Executive Director shall keep the Executive Committee of the Board informed on at least a monthly basis as to the expenditure of travel funds relative to the budget.

6. The following guidelines define "reasonable and proper" expenses that may be reimbursed.

    6.1 Transportation Expenses

        6.1.1 Members are encouraged to utilize the most economical mode of transportation consistent with the purpose of travel.

        6.1.2 Travel via commercial airline shall be reimbursed for the actual amount based upon coach class airfare. Every effort should be made to schedule travel sufficiently in advance to acquire the most reasonable rate. Extending a trip an extra day or two in order to qualify for a cheaper airfare is permitted provided the airfare savings will offset the extra cost for lodging and meals. Any "mileage/segment credit" or other benefit granted through an airline's "frequent flyer program" shall accrue to the member and shall be available for him/her to use for his/her own personal use, including upgrade to a higher class of service.

        6.1.3 Travel via commercial carrier other than commercial airline (bus, train, etc.) shall be reimbursed for the actual amount subject to a requirement that the amount shall not exceed the amount that would have been paid if travel had been via commercial airline.

        6.1.4 Local travel via bus, rail, taxi, shuttle, and/or subway shall be reimbursed for the actual amount incurred, including tip.

6.1.5 The President may authorize use of a “car-with-driver” (often called a “town car” or “limousine”) when such use is consistent with the Association business being conducted. In general, such use shall require a definable schedule for trips being made (such as pick-up/drop-off at an airport). Any requirement that the driver “standby idle” for an extended period of time shall require concurrence of the Executive Committee of the Board.

6.1.6 The use of rental vehicles is discouraged and shall require the prior approval of the President. The smallest size vehicle, but not smaller than a “compact size”, consistent with needs and the number of people who will be using the vehicle may be authorized. The “return full” gasoline option shall be utilized and all purchases of gasoline shall be reimbursed.

6.1.7 The use of privately-owned vehicles is permitted except that the cost of such travel shall not exceed the amount that would have been paid if such travel had been made via commercial airline. The Chief Financial Officer shall establish the “per-mile” reimbursement amount based upon Federal guidelines.

6.1.8 Incidental travel expenses such as parking fees and tolls shall be reimbursed.

6.1.9 A proof of travel receipt shall be submitted with the request for reimbursement except that the Executive Director may waive the requirement for a receipt with regards to certain economical modes of travel that do not offer receipts (e.g. bus and subway service) when such expense does not exceed $10 per occurrence.

6.2 Lodging Expenses

6.2.1 Lodging expenses shall be reimbursed based upon a standard room in a facility providing reasonable comfort, security, and cleanliness either at or near the place of the Association business being conducted. Members are encouraged to utilize “government rate” and other discounts whenever available.

6.2.2 Members are not required to share a room with any other person. If a family member or other person not eligible for travel expense reimbursement accompanies the member, the member shall pay any increase in the room rate resulting from that person’s occupancy.

6.2.3 The length of stay shall be based upon the needs of the Association business being conducted consistent with the availability of transportation. Members may extend a stay over a Saturday night in order to receive a transportation discount provided such extension will result in an overall reduction in the total expense for the trip. Members may extend a stay for purposes of travel when the total length of the business being conducted plus travel time to/from their home on that same day will exceed 15 consecutive hours.

6.2.4 Receipts for all lodging expenses shall be submitted.

6.3 Meal expenses

6.3.1 Actual meal expenses shall be reimbursed for the member, not to exceed an amount set by the Executive Director based upon Federal guidelines.

6.3.2 Receipts for meal expenses shall be submitted except that the Executive Director may establish a per-meal rate not requiring a receipt.

6.3.3 Members may not request reimbursement for any meal that is otherwise included in the cost of another reimbursable expense (e.g. meals provided on commercial transportation and meals included in a meeting registration fee) or for meals that were provided by any other person.

6.4 Incidental expenses, including but not limited to those expenses listed below, that are consistent with the Association business being conducted shall be reimbursed.

6.4.1 Meeting registration fees.

6.4.2 Long distance and local telephone charges, including hotel usage fees, relating to Association business.

6.4.3 Long distance and local telephone charges, including hotel usage fees, relating to the member's normal employment while traveling on Association business.

6.4.4 Long distance and local telephone charges, including hotel usage fees, associated with one call home per day, not to exceed 10 minutes duration.

6.4.5 Laundry and dry cleaning when the total length of a trip exceeds seven (7) calendar days or when an accident requires the cleaning/repair of clothing such that the member can present an acceptable appearance at a business function.

6.5 Expenses not allowed include, but are not limited to, the following:

6.5.1 Personal telephone usage except as permitted above.

6.5.2 Laundry and dry cleaning except as permitted above.

6.5.3 Television movies.

6.5.4 Exercise facility usage fees.

6.5.5 Tours and entertainment except as an official part of the Association business being conducted.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 01/29/2013

ARTICLE IX: TRAVEL

SECTION 9.2: EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS TRAVEL

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish a policy for reimbursement of travel expenses incurred by members of the Executive Committee of the Board of Directors ("Board").

AUTHORITY

Members of the Executive Committee of the Board of the Board of Directors are authorized to incur reasonable and proper personal expenses in the conduct of the Association's business subject to reimbursement in accordance with this Section 9.1.

POLICY

1. Members of the Executive Committee of the Board are required to travel to numerous meetings and other functions in order that they properly perform the duties of their office. Such travel may include but is not limited to:
   - 1.1 Travel to participate in meetings of the Executive Committee and/or the Board.
   - 1.2 Travel to participate in meetings of Association chapters, affiliates, committees, task forces, or projects.
   - 1.3 Travel to represent the Association at meetings of other organizations.
   - 1.4 Travel to represent the Association before the U.S. Congress, the Federal Communications Commission, or other entities.
2. Members of the Executive Committee of the Board may travel, as necessary, to perform the duties of their office. The Executive Committee of the Board shall monitor, on a monthly basis, the expenditure of travel funds to ensure that all such expenditures are consistent with the Association's budget.

3. The Association may issue members of the Executive Committee of the Board a corporate credit card such that expenses are billed directly to the Association, thereby minimizing the out-of-pocket expenses that would need to be reimbursed. The use of such card shall be limited to payment of expenses that are in compliance with this policy. The use of such card does not relieve the Officer of the requirement to submit timely reports regarding the expenses incurred.

4. Travel expenses for members of the Executive Committee of the Board shall be reimbursed in accordance with the General Travel Policy section of this Policy Manual, except as noted below.

5. Exceptions to the General Travel Policy include, but are not limited to:

   5.1 Lodging Expenses

      5.1.1 Members of the Executive Committee of the Board are permitted use of an upgraded room at the Annual Conference. Such room shall include a sitting area within which small meetings may be conducted and a sleeping area that is separated from the sitting area by a closable door.

      5.1.2 Members of the Executive Committee of the Board may use an upgraded room at other meetings and functions when such use is appropriate to the Association business being conducted. The Executive Committee of the Board shall establish guidelines regarding an approval process for this upgrade.

   5.2 Meal Expenses

      5.2.1 In recognition of the need for members of the Executive Committee of the Board to participate in meal functions that provide “good will” relationships with other individuals, both within and outside the Association, members of the Executive Committee of the Board are exempt from the daily limits on total meal expenses. They are however, expected to exercise prudent judgment in their requests for reimbursement.

      5.2.2 Members of the Executive Committee of the Board are authorized to pay the meal expense of any other person when such payment is related to the business of the Association.

   5.3 Entertainment Expenses

      5.3.1 Members of the Executive Committee of the Board are authorized to incur entertainment expenses when such expense is related to the business of the Association. Such expense may include wine, cocktails and other alcoholic beverages to the extent that such use is incidental to the event.

      5.3.2 The Executive Committee of the Board shall establish guidelines regarding an approval process for incurring entertainment expenses.

   5.4 Spousal Travel

5.4.1 Members of the Executive Committee of the Board are authorized to bring their spouses to the Annual Conference at the expense of the Association. Such expense shall include transportation, lodging with the Officer, meals, conference registration, and participation in the family program.

5.5 Partial Upgrade Reimbursement for International Flights

5.4.1 Members of the Executive Committee of the Board traveling outside of North America, the Hawaiian Islands and the Caribbean shall be entitled to reimbursement of fees associated with upgrades up to 50 percent of the economy coach ticket price.

5.4.1.1 Travelers must, first, price their tickets in economy coach and submit this documentation along with the reimbursement request for an upgrade to business or some other class.

5.4.1.2 By way of example only, the price of a $2,000 coach ticket will be eligible for an additional $1,000 reimbursement to be applied toward the cost of an upgrade with the remaining cost of the upgrade being borne by the individual traveler.

5.4.1.3 Such upgrade reimbursement shall also apply to the Executive Director and Chief of Staff under the same travel parameters.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 01/29/2013

ARTICLE IX: TRAVEL

SECTION 9.3: BOARD OF DIRECTORS TRAVEL

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish a policy for reimbursement of travel expenses incurred by the members of the Board of Directors ("Board") who are not Officers or members of the Executive Committee of the Board while fulfilling their duties as members of the Board.

AUTHORITY

The President of the Association may authorize reimbursement of reasonable and proper personal expenses incurred by others in the conduct of the Association's business in accordance with Article IX of this Policy Manual.

POLICY

1. In accordance with this Policy Manual and the Association's Bylaws, selected Association members serve as Directors on the Board of Directors.
2. The Board of Directors is expected to hold quarterly meetings with two via web conference and two in-person. Members of the Board of Directors who are not Officers shall be reimbursed for travel expenses incurred to attend in-person Board meetings in accordance with the General Travel Policy of this Policy Manual. Such meetings may include:
    - 2.1 Annual Conference Meeting—arrival on the day prior to the Board of Directors meeting and departure on the day following the conclusion of the Annual Conference.
    - 2.2 Regular Meetings—arrival on the day prior to a Board of Directors meeting that is scheduled to be in-person and departure on the day following such meeting.
    - 2.3 Special Meetings—arrival on the day prior to any Board of Directors meeting that is scheduled to be in-person and departure on the day following such meeting.
    - 2.4 The President may authorize reimbursement for additional days of travel, as necessary, to permit participation in other meetings and/or activities associated with the business of the Association.

3. Members of the Board of Directors also may travel on Association business as a member of a committee, task force, or project or as tasked by the Board of Directors. Such travel shall be reimbursed in accordance with the guidelines contained in the General Travel Policy section of this Policy Manual.

4. The reimbursement of meals by members of the Board of Directors may include wine, cocktails and other alcoholic beverages to the extent that such use is incidental to the meal.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 09/22/2013

ARTICLE X: PURCHASING AND CONTRACTS

SECTION 10.1: PURCHASING POLICY

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish policies regarding the purchasing of products and services by APCO staff.

AUTHORITY

The purchasing of products and services is generally authorized as a requirement for conducting business operations.

POLICY

1. The Board of Directors recognizes the need for the Association to purchase products and services from other entities as a condition of conducting normal business operations. However, the Board of Directors notes that such purchases incur expenses that the Association must be capable of paying. Therefore, the Board of Directors directs the Executive Committee, the Executive Director and such other Association staff as may have authority to either make direct purchases for products and/or services or to enter into contractual arrangements to purchase products and/or services to comply with the provisions of this policy and to otherwise exercise due diligence when making such purchases.
2. General Requirements
   - 2.1 The Executive Director shall establish specific procedures controlling the purchase of products and/or services necessary for the operation of the Association. As a minimum, such procedures shall:
     - 2.1.1 Apply to **ALL** purchases made by the Association.
     - 2.1.2 Comply with all requirements contained herein.
     - 2.1.3 Provide for the purchase of products and/or services from the lowest cost source that is capable of providing the required product/service. The process may allow for higher cost products/services when such product/service offers a definable increase in quality that is of value to the Association. Such increase in quality/value shall be documented.

2.1.4 Provide a complete record regarding the purchase by including the name of the person initiating the purchase; the name of person(s) approving the purchase; the process used in making the purchase; a description of the product(s) and/or service(s) purchased; and, the cost for each product or service purchased.

2.1.5 Allocate the cost for the product(s) and/or service(s) to a specific line item within the Annual Budget, as approved by the Board of Directors including changes made in accordance with the Budget Change Authority" section of this Policy Manual.

2.1.6 Provide for the safe keeping of all records regarding the purchase until after the next General Audit; until after any requirement of Federal, state, or local law; and, until after any requirement contained in the Document Retention And Destruction section of this Policy Manual.

2.2 Contracts for the purchase of products and/or services, by definition, create a legal obligation for the Association to make such purchases. Therefore, the Board of Directors directs the Executive Committee and the Executive Director to consider the consequences of such an obligation whenever entering into a contract to purchase products and/or services.

2.2.1 All formal contracts shall be reviewed by APCO's legal counsel, except contracts or agreements of a value less than $25,000 or that are serial in nature and substantively identical to prior versions that had undergone review by counsel.

2.2.2 All contracts, as a minimum, shall include a clear description of the product(s) and/or service(s) to be provided under the contract.

2.2.3 All contracts, as a minimum, shall define a date by which the product(s) and/or service(s) are to be supplied. The contract may, as appropriate, include provisions for a phased delivery of the product/service and may require the supplier to meet defined milestones.

2.2.4 Contracts that provide for the on-going delivery of products and/or services on a *month-to-month* basis shall be reviewed and re-approved within 30 days of the start of a new fiscal year.

2.2.5 Contracts may include a *RENEWAL CLAUSE*, but such clause shall not provide for an *automatic renewal* of the contract (aka a *Keep Green Clause*).

3. Types of purchases

3.1 For purposes of determining the appropriate type of purchase, the Executive Director shall consider the cumulative value of all purchases for identical or similar products/services made to a single provider in a single fiscal year.

3.1.1 The Executive Director is encouraged to establish contracts with suppliers of regularly used products/services at the start of each fiscal year. This practice may result in reduced costs to the Association based upon the total annual volume of purchases and may simplify the process for individual purchases.

3.2 *SOLE SOURCE OR SOLE MAKE/MODEL*. By definition, these types of purchases limit the competitive environment under which the purchase is being made. Therefore, such purchases shall be based upon a clear definition of the unique features and/or performance of the referenced product/service that are not available from any other source.

3.2.1 The purchase record shall include a description of the unique feature and/or performance that necessitated this type of purchase.

3.2.2 The purchase shall otherwise be processed in accordance with the requirements for a *DIRECT PURCHASE*, *TELEPHONE, INFORMAL BID,* or *FORMAL BID* purchase, as defined below, including appropriate approvals.

3.3 *DIRECT PURCHASE*. These types of purchases are for products/services having a value up to $2,500.

3.3.1 No quotes or bids are required prior to selecting the provider.

3.4 *TELEPHONE QUOTE*. These types of purchases are for products/services having a value exceeding $2,500 but not exceeding $5,000.

3.4.1 Prospective providers are contacted via telephone for the purpose of obtaining a quote for the desired product/service.

3.4.2 At least three providers are to be contacted for the purpose of obtaining a quote. In some situations, it may not be possible (practical) to obtain three quotes, in which case, the person making the purchase shall include a statement in the purchase record as to why obtaining three quotes was not possible (practical).

3.4.3 Quotes are reviewed for compliance with APCO's requirements and a successful provider is selected. Generally, the selection is based upon *lowest cost* to the Association, but may be based upon *best value*.

3.4.4 The person processing the purchase shall keep personal notes (hand-written, typed, computer, etc.) regarding the results of each telephone contact. Such notes shall become part of the record for that purchase.

3.5 *INFORMAL BID*. These types of purchases are for products/services having a value exceeding $5,000 but not exceeding $50,000.

3.5.1 Prospective providers are contacted by any appropriate means, including via telephone, for the purpose of obtaining a bid for the product/service. Prospective providers are to provide a written quote via mail, facsimile, or e-mail for the requested product/service.

3.5.2 At least three providers are to be contacted for the purpose of obtaining a quote. In some situations, it may not be possible (practical) to obtain three quotes, in which case, the person making the purchase shall include a statement in the purchase record as to why obtaining three quotes was not possible (practical).

3.5.3 Bids are reviewed for compliance with APCO's requirements and a successful provider is selected. Generally, the selection is based upon *lowest cost* to the Association, but may be based upon *best value*.

3.5.4 All written quotes shall become a part of the record for the purchase.

3.6 *FORMAL BID*. These types of purchases are for all products/services having a value exceeding $50,000

3.6.1 A formal *REQUEST FOR PROPOSAL* (RFP) is prepared that clearly defines the product(s) and/or services(s) that are to be provided. Such RFP is sent, by any appropriate means, to all known prospective providers of that product/service. Advertising the RFP in local newspapers, trade journals, and other appropriate media is strongly recommended as a means of acquiring more bids.

3.6.2 Potential providers of the product/service are to be instructed to return a written bid by a defined date (known as the *closing date*.)

3.6.3 All bids received by the *closing date* are reviewed for compliance with APCO's requirements and a successful provider is selected. Generally, the selection is based upon *lowest cost* to the Association, but may be based upon *best value*.

3.6.4 A copy of the RFP and copies of all bids shall become a part of the record for the purchase.

4. Approvals Required

4.1 Purchases that comply with the requirements for either a *DIRECT PURCHASE* or a *TELEPHONE QUOTE*, as those processes are defined in Paragraph 3 above, shall require approval by a Director-level employee or a higher level person.

4.2 Purchases that comply with the requirements for an *INFORMAL BID*, as defined in Paragraph 3 above, shall require approval by the Deputy Executive Director, or a higher level person.

4.3 Purchases that comply with the requirements for a *FORMAL BID*, as defined in Paragraph 3 above, and for which the total value is less than $100,000 in a single fiscal year shall require approval by the Executive Director or the Executive Committee of the Board of Directors.

4.4 Purchases for which the total value is $100,000 or more in a single fiscal year shall require a resolution of the Executive Committee of the Board of Directors for approval.

4.5 In addition to the value-based criteria established in Paragraphs 4.1 through 4.4 above, all contracts for which the term of the contract exceeds 18 calendar months shall require a resolution of the Executive Committee of the Board of Directors for approval.

4.5.1 Contracts for a total value less than $100,000 in a single fiscal year that are *RENEWED* in accordance with the provisions of Paragraph 2 and for which the total term of contract, including the renewal term, will exceed 18 months are exempt from the requirement for approval by the Executive Committee of the Board of Directors unless the renewal period itself will exceed 18 months.

5. Special Circumstances

5.1 The Board of Directors acknowledges that the Annual Conference is a high-dollar value event (in terms of both revenue and expense) that requires the Association host a large number of people. For this reason, the following special conditions shall apply to the purchase of products and/or services associated with the Annual Conference.

5.1.1 In recognition of the fact that selection of the venue often creates a requirement that certain other services must be provided either by the venue itself or by a contractor provided by the venue operator, the Executive Director is directed to exercise due diligence in negotiating the *best possible* price for those services.

5.1.2 In recognition of the limited number of facilities that are capable of hosting events associated with the Annual Conference, the Executive Director is directed to exercise due diligence in selecting such facilities and in negotiating the *best possible* price for those facilities and the related services.

5.1.3 In recognition of the complexity of producing the Annual Conference and the advantages of working with experienced staff as well as the potential for lower costs through the use of multi-year contracts for services, the Executive Director is authorized to approve contracts for such services for a period of time not to exceed three consecutive Annual Conferences. Examples of these services include management of the Vendor Exposition, provision of audio/visual services, provision of housing reservation services, provision of registration services, and the provision of signage.

5.1.4 In recognition of the effect hosting a large number of people can have upon the total price of an event, the purchase of food, beverage, entertainment, transportation, and other amenities associated with hosting such a large number of people is exempt from the requirement for approval by the Executive Committee of the Board of Directors provided that the price of such purchase is less than $100 per person.

5.2 The Board of Directors acknowledges that the Winter Summit and the APCO Awards Dinner are high-dollar value events that require the Association to host a large number of people.

5.2.1 In recognition of the limited number of facilities that are capable of hosting these events, the Executive Director is directed to exercise due diligence in selecting such facilities and in negotiating the *best possible* price for those facilities and the related services.

5.2.2 In recognition of the complexity of producing these events and the advantages of working with experienced staff as well as the potential for lower costs through the use of multi-year contracts for services, the Executive Director is authorized to approve contracts for such services for a period of time not to exceed three calendar years. Examples of these services include provision of audio/visual services, provision of housing reservation services, provision of registration services, and the provision of signage.

5.2.3 In recognition of the effect hosting a large number of people can have upon the total price of an event, the purchase of food, beverage, entertainment, transportation, and other amenities associated with hosting such a large number of people is exempt from the requirement for approval by the Executive Committee of the Board of Directors provided that the price of such purchase is less than $100 per person.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 09/22/2013

ARTICLE X: PURCHASING AND CONTRACTING

SECTION 10.2: CONTRACTS FOR APCO PRODUCTS AND SERVICES

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To define limitations regarding the creation of contracts obligating the Association and/or its subsidiaries to provide products and services to other entities.

AUTHORITY

Article I of the Association's Bylaws authorizes the Association to provide products and services to other entities. The Bylaws of each of the Association's subsidiaries further authorize those subsidiaries to provide products and services to other entities.

POLICY

1. The Board of Directors fully supports the development and marketing of products and services by the Association and its subsidiaries to the extent that those products and services are within the scope of the Association's purpose. However, the Board of Directors notes that creation of a contract between APCO, including any of its subsidiaries, and another entity, by definition, creates an obligation for the Association to provide those products/services. Therefore, the Executive Committee of the Board of Directors and the Executive Director shall consider the consequences of such an obligation prior to entering into a contract to provide products and/or services.
2. All contracts, except as noted in Paragraph 5, shall be reviewed by the Association's legal counsel.
3. The Executive Committee of the Board of Directors shall review and approve all contracts that:
    - 3.1 Obligate the Association and/or a subsidiary to provide a product and/or service for a period of time exceeding 2 years; or that
    - 3.2 Obligate the Association and/or a subsidiary to provide a product and/or service that will cost the Association or subsidiary more than $100,000 per year to produce.
4. The Executive Director shall review and approve all contracts, except as provided for in Paragraph 5, that:

4.1 Obligate the Association and/or a subsidiary to provide a product and/or service for a period of time exceeding the current fiscal year; or that

4.2 Obligate the Association and/or a subsidiary to provide a product and/or service that will cost the Association or subsidiary more than $25,000 to produce.

5. Exemptions

5.1 It is recognized that the Association and/or a subsidiary may enter into an *AGREEMENT* to provide a product and/or service that does not rise to the level of being called a *CONTRACT*. Such an *AGREEMENT* should be easily associated with being in accordance with the normal daily operation of the Association or subsidiary; have a low dollar value relative to limits established in Paragraphs 3 and 4 above; and extend over a relatively short time period. Examples of such an *AGREEMENT* would be an agreement to provide one training class or an agreement to perform one frequency coordination. Such *AGREEMENTS* are exempt from the requirement for legal review.

5.2 *AGREEMENTS*, as defined in Paragraph 5.1 above, may extend over a relatively short time period yet may, by virtue of timing, begin in one fiscal year and end in the following fiscal year. Such *AGREEMENTS* are exempt from review and approval by the Executive Director.

ARTICLE X: PURCHASING AND CONTRACTING

SECTION 10.3: ACCESSING LEGAL COUNSEL

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To regulate access to the Association's legal counsel by the membership.

AUTHORITY

The Executive Committee of the Board of Directors is permitted to retain legal counsel in accordance with this section of this Policy Manual.

POLICY

1. Legal services for matters of a regulatory nature (i.e., FCC matters) will be handled by the Director of Legal and Government Affairs.
    1.1 The Chairs of the Regulatory Review and the 9-1-1 Committees are granted access to the Director of Legal and Government Affairs for counsel on Association matters related to the operations of their committees
2. The Executive Director may retain legal counsel familiar with matters that involve contracts, employment law, and other issues.
3. Members other than the Executive Committee of the Board of Directors that request opinions from legal counsel either employed by or under contract to the Association must have the approval of the Executive Director.
4. Members requiring legal opinions that can not be provided by the Director of Legal and Government Affairs or other currently contracted legal counsel shall submit that request to the Executive Director.

ARTICLE X: PURCHASING AND CONTRACTING

SECTION 10.4: JOINT VENTURES

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To safeguard the Association's tax-exempt status with respect to joint venture arrangements.

AUTHORITY

The Association is authorized to establish and adhere to a joint ventures policy to conform with IRS guidelines for federally tax-exempt entities.

POLICY

1. A joint venture or similar arrangement ("venture") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to:

    1.1 Whether the Association controls the venture;

    1.2 The legal structure of the venture; or

    1.3 Whether the venture is taxed as a partnership or as an association or corporation for federal income tax purposes.

2 Safeguards to protect tax-exempt status.

    2.1 The Association will negotiate in its transactions and arrangements, with other members of the venture, such terms and safeguards adequate to ensure that the Association's exempt status is protected, and includes one or more of the following provisions:

        2.1.1 Control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;

        2.1.2 Requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;

        2.1.3 That the venture or arrangement not engage in activities that would jeopardize the Association's exemption;

        2.1.4 That all contracts entered into be on terms that are arm's length or more favorable to the Association.

Approved by the Executive Council: 08/14/2009

ARTICLE XI: RECORDS MANAGEMENT

SECTION 11.1: DOCUMENT RETENTION AND DESTRUCTION

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To prescribe general guidelines for a Records Management Program that provides for the permanent archiving of historical documents, as well as to include processes for the organization, retention period and eventual disposal of all other categories of records (financial, business, and otherwise) of the Association and any Subsidiary. These general guidelines shall ensure compliance with laws and regulations, eliminate accidental or innocent destruction of records, and promote efficient and cost-effective record-keeping protocols.

AUTHORITY

The Association is authorized to establish and adhere to a document retention and destruction policy to conform with IRS guidelines for federally tax-exempt entities.

POLICY

1. GENERAL RESPONSIBILITY

    1.1 It is the responsibility of all employees, consultants as well as any members or other persons with caretaker duties over original source documents in paper or electronic format to comply with the Association's document retention and destruction procedures or schedules.

    1.2 Such procedures shall be established by the Executive Director in accordance with prevailing federal, state and local laws or regulations as well as requirements of coordinating agencies, standards-setting bodies, certification or licensure programs, grant-makers and other contractual parties, as appropriate, with which APCO is associated.

    1.3 Responsibilities to manage such schedules fall to the appropriate staff department heads (e.g., Human Resources, Accounting or others) or their equivalents or designees. Such schedules shall be open to further review and comment from the Board of Directors, the Executive Council, and the following Association committees and task forces: the Advisory Committee of each APCO Subsidiary, the Credentials Committee, the Management Committee, the Advisory Committee of the Heritage Foundation and the Historical Committee.

2. EXCLUSIONS

2.1 **Legal Hold.** No records (paper or electronic) will be destroyed that are pertinent to any ongoing or anticipated litigation or other investigative proceeding.

2.2 **Archives.** Notwithstanding the established destruction schedules, the Association shall set aside certain documents and records, such as publications and periodicals, and other artifacts of historical significance to the Association.

3. TERMS FOR RETENTION

3.1 While minimum periods are suggested, the retention of documents identified below and of documents not referenced should be determined primarily by application of prevailing law, regulation or policy with any destruction to be superseded by the exclusions noted in 2 above.

3.2 Where applicable (e.g., leases, licenses, contracts, personnel files), the specified retention periods are measured after disposition, expiration or all obligations end.

3.3 Retain permanently:

3.3.1 **Governance records** – Articles of Incorporation, Constitutions, Bylaws, amendments, other organizational documents and minutes of any governing body, including minutes of the Executive Committee of the Board, minutes of the Board of Directors, minutes of the Executive Council and minutes of the Membership Quorum.

3.3.2 **Tax records** – applications for tax-exempt status (Form 1023), tax-exemption determination letters and related correspondence, federal (Form 990) and state tax returns, and files related to tax audits.

3.3.3 **Financial records** – audited financial statements and related correspondence, and attorney contingent liability letters.

3.3.4 **Intellectual property records** – copyright and trademark registrations and samples of protected works.

3.3.5 **Dues and donor records** – membership records (including designations), chapter documentation, fund statements, grants, gift earmarks and related donor records.

3.4 Retain for a minimum of ten years:

3.4.1 **Sales and Use Tax returns**.

3.4.2 **Lobbying records** – federal and state lobbying reports and supporting data.

3.5 Retain for seven years:

3.5.1 **Real estate records** – deeds, leases, mortgages, purchase agreements, and closing documents.

3.5.2 **Insurance** – claims (after settlement), fire, safety and accident reports.

3.5.3 **Bank statements** – reconciliations, general ledgers, journals, deposit slips, and cancelled checks.

3.5.4 **Litigation files** – documents related to legal claims (after settlement).

3.5.5 **Contracts and inventory** – consultant and vendor agreements, software licenses, equipment leases, inventory, and maintenance files.

3.5.6 **Corporate filings** – annual reports and charitable registrations.

3.6 Retain for five years:

3.6.1 **Employee payroll, insurance, pension records** – including payroll withholding, FICA, workers compensation claims, group disability records, Flexible Spending Account records and ERISA-related documents used to develop pension plan descriptions as well as records to determine benefits that are or will become due for as long as they are relevant for each plan participant.

3.7 Retain for three years:

3.7.1 **Personnel files** - Employee names, addresses, social security numbers, dates of birth, INS Form I-9, dates of hire and termination/separation, engagement and discharge correspondence, evaluations, promotions, transfers, disciplinary matters, time sheets, PTO/FMLA related documentation, and documentation of basis for independent contractor status.

3.7.2 **Budget and accountancy records** – including approved budgets, chart of accounts, general ledger, journals, accounts receivable, accounts payable, and petty cash vouchers.

3.7.3 **Official documentation** – conflict of interest disclosure forms, declaration of candidacy forms, applications for various Association activities, and correspondence issued from the Executive Committee, Board or Executive Director.

3.7.4 **Property Tax returns**.

3.8 Retain for one year:

3.8.1 **Employment applications and resumes** – not related to actual employee personnel files.

3.8.2 **Americans with Disability Act documentation**.

3.8.3 **Unconsummated proposals** – for grants requests or for contractual services in response to bid requests that are not ultimately selected or chosen.

ARTICLE XII: APCO PROJECT SERIES

SECTION 12.1: APCO PROJECT SERIES

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To provide a structure and guidelines for a definitive on-going APCO program whose objective and methods are described here.

AUTHORITY

Pursuant to Article VII of the Association's Bylaws, the Board of Directors are authorized to establish new projects under the APCO Project Series.

POLICY

1. The Project Series Foundation has been a part of the Association of Public-Safety Communications Officials-International, Inc. (APCO) since the Foundation's introduction in the December, 1965 issue of the Association's official publication, the *APCO BULLETIN*.
2. Since that initial presentation, it has been known as the APCO Project Series.
3. The goal of the APCO Project Series is to provide a framework for exceptional efforts and a means by which governmental agencies, foundations, profit and non-profit corporations, and other organizations and individuals with interests in the public safety telecommunications field, may sponsor and cooperate in such APCO enterprises which are consistent with the Association's character.
4. The objective of the APCO Project Series is to provide a specific formal means for the following.
    - 4.1 Identifying and analyzing needs.
    - 4.2 Proposing resolutions of needs on a Project basis.
    - 4.3 Registering and recording such Projects.
    - 4.4 Ranking future Projects according to need.
    - 4.5 Determining Project resource requirements.
    - 4.6 Researching methods and resources.
    - 4.7 Soliciting external compatible resources.
    - 4.8 Receiving and evaluating unsolicited proposals.

4.9 Proposing and formalizing agreements.

4.10 Initiating and managing Projects.

5. The APCO Projects will meet the following requirements.

5.1 Any proposal of singular merit which concentrates on resolving a specific need and whose cost, type, and level of effort requires individual accountability and management may qualify as a Project under this program.

5.2 Project proposals shall be presented to the Executive Committee of the Board of Directors and to others as may be desired in a formal format.

5.3 Such proposals which meet the two above requirements of this program are qualified in the Project Series category and, with Board approval, may be assigned a project number.

5.4 Project may (a) be wholly sponsored by APCO, (b) wholly by others appropriately meeting these requirements, or (c) within these requirements Projects may be co-sponsored by both APCO and such others. Support in these instances may consist of grants, gifts, other funds, and other applicable resources.

5.5 Projects proposed to be wholly sponsored by APCO require the approval of the Executive Committee of the Board of Directors. In all other instances approval of the Board of Directors is required.

5.6 Projects shall be managed by APCO. Project progress reports will be made in the manner and at the intervals stated in the Project proposal. Sponsors other than APCO may take active part in their sponsored Projects as may be specifically agreed upon beforehand.

5.7 Projects shall not be used to advertise or promote the products or services of commercial sponsors.

6. The APCO Projects will use the following methods of control.

6.1 The Project Series program shall be the responsibility of the Executive Director.

6.2 Project proposals originated by APCO, when available for sponsorship by others, will be made known in a manner which assures equal access to such Project information. Sponsorships will be awarded in a fair and equitable manner in accordance with normally acceptable contractual practice, based on APCO's sole judgment and evaluation of its needs.

6.3 Project proposals, or Project ideas designed to be jointly developed with APCO into formal Project proposals, may be submitted by others desiring a sponsorship. Additional applications by others seeking sponsorships for the same purposes shall be denied unless otherwise agreed upon by all parties concerned.

6.4 Simultaneous sponsorship applications for same purposes will be judged and awarded or rejected by APCO on the basis of their merits as, in APCO's opinion, they best meet the needs of the Association.

6.5 APCO will recognize sponsors at every opportunity in general terms and specifically as may be agreed upon provided such recognition does not, in APCO's opinion, constitute advertising and promotional efforts.

APPENDIX 1

APCO Project Series

APCO International has a well-deserved reputation in the communications community as the leader in establishing protocols and standards for public safety communications. As needs to address technological advances and procedural changes are identified, APCO International establishes "Projects" to investigate the wants and needs of members. Projects are assigned a number and, working with other entities in the field as appropriate, protocols or standards are developed. For example, one of the earliest Projects was the establishment of the familiar "10 Codes" in 1937.

Project Series List

No.	Title	Period*
1.	Film - The Little We Have	1966
2.	P/S Standard Operating Procedure Manual	1967
3.	Chicago P/S Spectrum Requirements Study:	1970
	a. Police Telecommunication Manual	
	b. Illinois Police Communications Study	
	c. Public Adm. Requirements for Lake Michigan Area	
4.	National 10 Signal Study Cards (1st Review)	1973
5.	P/S Standard Frequency Coordination Manual	1971
6.	Experimental Conference Video Taping	1971
7.	LIFELINE: A/V Dispatcher Training Course (1)	1977
8.	Conference Rules Manual	1971
	a. Chapter Secretaries Manual	
9.	Introduction to the Theory of Waiting Times for P/S	1974
10.	AN: The APCO Story (2)	1978
11.	AN: Communication Leadership Skills	1975
12.	Municipal Spectrum Requirements	1973
13.	Comm Review and Assessments in state SPAs:	1974
	a. Planning Guidelines, P/S Telecom Systems	1977
14.	Study of Aural Brevity Codes	1973
15.	IACP Survey of Public Safety Communications	1973

16. Application of the 900 MHz Band to Law Enforcement Communications
    An Analysis of Technical and Regulatory Factors……1977-1985

    a. The Identifications of the Specific Operational Capabilities That Should Be Incorporated in a Demonstration Trunked Communication System for Law Enforcement

    b. Planning Guidelines for 900 MHz Trunked Communication Systems - Functional Requirements

    c. System Implementation Plan for Digitally Addressed Trunked Communication Systems (DATCO) (Also, a proposed Audio Visual Program to acquaint users with the benefits of enhanced trunked systems)

    d. National Public Safety Communications Plan……..1978

17. Law Enforcement Communications Problems and Recommended Solutions – A Technical Assistance Program 1978
18. Analysis: Management of Emergency Channel 155.475 MHz 1982
19. Operation SECURE: To Establish a Nationwide Civil Disaster Radio Response Program in the 2-10 GHz Bands..... 1982
20. Development of PSAP Guidelines 1982
21. Frequency Coordination Data Base and Operations 1984
22. P/S Telecommunicator Training Courses 1985
    a. 80-Hour Course
    b. 40-Hour Course
    c. "Super Series" Training Course
    d. 40-Hour P/S Telecommunicator Course
    e. Advanced Course for Police (proposed)
    f. Advanced Course for Fire (proposed)
    g. Advanced Course for EMS (proposed)
23. Report on P/S Systems Interoperability 1987
24. P/S Technician Testing & Certification Program 1985
25. Established the technical standards for digital communication systems for public safety applications..... 1989
26. Metropolitan Area Spectrum Acquisition..... 1989
27. Publication Services 1989
    a. How to Write an SOP Manual
    b. The Primer of P/S Telecommunications System
28. Defense of 2 GHz State and Local Microwave Systems 1990
29. Communications Act Amendments..... 1990
30. APCO Building Fund 1990
31. Is in progress, is addressing the problems associated with the emergence of wireless communications systems and their impact on the abilities of Enhanced 9-1-1 services. 1991
32. Strategic Plan..... 1993
33. National Public Safety Telecommunicator Training Standard. 1995
34. Phase Two of Project 25 1993

35. Review on creation of a nationwide public safety non-emergency alternative to 9-1-1 1996
36. Establish standards for CAD interoperability 1998
37. Establish professional certification designation for public-safety communications professionals. 1998
38. Project LOCATE: Promote wide-spread capability of receiving ANI/ALI from wireless telephones. 1999
39. Provide multiple, reality based, and where possible, tested short-term (less than 12 months), mid-term (less than 24 months), and long-term solutions for 800 MHz interference issues involving wireless/cellular providers and Public Safety that can be applied to eliminate life-safety communications interference within the United States. 2000
40. Project RETAINS: To develop staffing guidelines and standards for Comm Centers. 2001
41. VoIP and Emerging Technology Location Delivery Challenges. 2006
42. Common Operational Picture 2009
43. Broadband Implications for the PSAP 2016

Approved by the Executive Council: 08/14/2009

ARTICLE XIII: AWARDS

SECTION 13.1: AWARDS POLICY

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regards to awards made for significant accomplishments.

AUTHORITY

The Association may make awards at all levels of the Association as evidence of appreciation to those who have performed outstandingly in the field of public safety and related communications.

POLICY

1. It is the policy of the Association to recognize the contributions made by its members, chapters, and committees; by individuals who may not be members of the Association; and by other entities who have performed outstanding service to the Association and/or to the field of public safety and related types of communications.
2. Eligibility of the awards identified herein is restricted to individuals who work or reside within the boundaries of the United States of America and its Territories or within the charter area of an International Chapter of APCO-International except that the award presented to the Chair of the Host Chapter Annual Conference Committee may be presented to whomever that individual may be regardless of their membership in a Chapter.
3. Chapters of APCO-International are encouraged to establish their own awards and policies for bestowing those awards that would be applicable to individuals and other entities that work or reside within the boundaries of their charter area.
4. The Board of Directors may create awards in accordance with the following process:
    - 4.1 Individual(s) proposing the creation of a new award shall submit a proposal to the Executive Committee of the Board of Directors ("Board"). The proposal should include the following items:
        - 4.1.1 The reason(s) that a new award is needed.
        - 4.1.2 A "Name" for the new award.
        - 4.1.3 The "Purpose" of the new award.

4.1.4 The “Criteria” to be used in selecting award recipients.

4.1.5 A recommendation with regards to how nominations should be submitted and the review process for such nominations.

4.1.6 A recommendation with regards to the type of award to be presented, i.e. a plaque, a certificate, a commemorative item, etc.

4.1.7 A recommendation with regards to how and when the award should be presented.

4.1.8 A recommendation with regards to possible sponsorship for the new award. A recommendation that the Association sponsor the new award is acceptable.

4.2 The Executive Committee of the Board shall review the proposal. They may make whatever changes they deem appropriate.

4.2.1 The Executive Committee of the Board may seek advice from the Awards Committee; from the Credentials Committee; or, from some other entity, as they deem appropriate.

4.2.2 As part of their review, the Executive Committee of the Board shall estimate the fiscal impact of the new award. Such estimate shall include the cost of soliciting and reviewing nominations, the cost of the award itself, and travel cost for the recipient and/or presenter in making the award presentation. The cost estimate shall become a part of the recommendation forwarded to the Board of Directors.

4.3 The Executive Committee of the Board shall vote to either recommend acceptance of the proposal or to deny the proposal. Such action shall require a majority vote of the Executive Committee of the Board.

4.3.1 In the event the Executive Committee of the Board votes to recommend approval of the proposal, they may either cause the proposal to be added to the agenda for the next Board of Directors meeting or they may present the proposal to the Board of Directors for ratification in accordance with the provisions of the Significant Action section of this Policy Manual. The Executive Committee of the Board also shall notify the individual(s) making the proposal of the action taken.

4.3.2 In the event the Board of Directors votes to deny the proposal, they shall so notify the individual(s) making the proposal of their decision.

4.4 The Board of Directors shall review the proposal and vote to accept or deny the proposal. Such action shall require a majority vote of the Board of Directors.

4.4.1 The President shall ensure that the individual(s) making the proposal are advised of the results of the Board of Directors vote.

4.4.2 In the event the Board of Directors approves the proposal, then this article shall be updated to add the new award to the listing of awards.

ARTICLE XIII: AWARDS

SECTION 13.2: APCO-INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS TELECOMMUNICATOR OF THE YEAR

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the APCO-International Public Safety Communications Telecommunicator of the Year Award.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The *APCO-International Public Safety Communications Telecommunicator of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for the award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO-International Public Safety Communications Telecommunicator of the Year* Award.
   - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
   - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
     - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
   - 2.3 Nominations shall be received at APCO Headquarters no later than April 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.
   - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.

2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

2.6 The Awards Committee shall notify the Executive Committee of the Board of Directors ("Board") of its selection for the Award by May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

2.7 The Executive Committee of the Board shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Executive Committee of the Board.

2.8 Once it has ratified the selection for the Award, the Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.

2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in General Travel Policy section of this Policy Manual.

2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

ARTICLE XIII: AWARDS

SECTION 13.3: APCO-INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS RF TECHNOLOGIST OF THE YEAR

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regards to the APCO-International Public Safety Communications RF Technologist of the Year Award.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The *APCO-International Public Safety Communications RF Technologist of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO-International Public Safety Communications RF Technologist of the Year* Award.
    - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
    - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
        - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
    - 2.3 Nominations shall be received at APCO Headquarters no later than April 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.
    - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.

2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

2.6 The Awards Committee shall notify the Executive Committee of the Board Directors ("Board") of its selection for the Award by May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

2.7 The Executive Committee of the Board shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Executive Committee of the Board.

2.8 Once it has ratified the selection for the Award, the Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.

2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy section of this Policy Manual.

2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

Approved by the Executive Council: 08/14/2009

ARTICLE XIII: AWARDS

SECTION 13.4: APCO-INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS LINE SUPERVISOR OF THE YEAR

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regards to the APCO-International Public Safety Communications Line Supervisor of the Year Award.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The *APCO-International Public Safety Communications Line Supervisor of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO-International Public Safety Communications Line Supervisor of the Year* Award.
    - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
    - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
        - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
    - 2.3 Nominations shall be received at APCO Headquarters no later than April 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.
    - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.

2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

2.6 The Awards Committee shall notify the Executive Committee of the Board of Directors ("Board") of its selection for the Award by May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

2.7 The Executive Committee of the Board shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Executive Committee of the Board.

2.8 Once it has ratified the selection for the Award, the Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.

2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy section of this Policy Manual.

2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

Approved by the Executive Council: 08/14/2009

ARTICLE XIII: AWARDS

SECTION 13.5: APCO-INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS CENTER DIRECTOR OF THE YEAR

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regards to the APCO-International Public Safety Communications Center Director of the Year Award.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The *APCO-International Public Safety Communications Center Director of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO-International Public Safety Communications Center Director of the Year* Award.
    - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
    - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
        - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
    - 2.3 Nominations shall be received at APCO Headquarters no later than April 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.
    - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.

2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

2.6 The Awards Committee shall notify the Executive Committee of the Board of Directors ("Board") of its selection for the Award by May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

2.7 The Executive Committee of the Board shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Executive Committee of the Board.

2.8 Once it has ratified the selection for the Award, the Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.

2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy of section of this Policy Manual.

2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 08/16/2012

ARTICLE XIII: AWARDS

SECTION 13.6: TECHNOLOGY LEADERSHIP AWARD

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

This award serves to recognize the technological advancements of communications centers across the nation with the enhancement of voice and data communications. Technology has a direct correlation and impact on operational policies and procedures. The intent of this award is to acknowledge the efforts of communications centers that have proactively assessed and met the technological and operational needs of their center, employees and service population. This award takes on special importance as public safety communications faces enormous advances in technology that impact every core component of centers.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The *Technology Leadership Award* is made each year to two communications centers that proactively sought solutions to address and manage the introduction of technological advancements in their center and community during the prior year.
2. Process for presenting the *Technology Leadership Award:*
    - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
    - 2.2 Nominations shall be received at APCO Headquarters no later than April 1 of the calendar year of the Annual Conference at which the Award is to be presented.
    - 2.3 The Executive Director shall cause the nominations to be forwarded to the members of the Awards Committee in a manner agreeable to the Chair of the Committee.
    - 2.4 The Awards committee shall review the nominations and select the award recipient(s).
        - 2.4.1 The selection team will consist of at least three people for the purpose of evaluating the nominations and making a recommendation to the Executive Committee of the Board of Directors (“Board”).

2.4.1.2 The members of the selection team shall be designated by the Awards Committee Chair.

2.5 One award recipient can be selected per category each year.

2.5.1 Category I: Small – Medium PSAP (1-75 Employees)

2.5.2 Category II – Large PSAP (76+ Employees)

2.6 The Awards Committee shall notify the Executive Committee of the Board of its selection by May 1 of the calendar year of the Annual Conference at which the Award is to be presented.

2.7 The Executive Committee of the Board shall review and ratify the selection of the Award Recipient(s). Such ratification shall be by majority vote of the Executive Committee of the Board.

2.8 Once it has ratified selection of the Award Recipient(s), the Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to an appropriate official of the Award Recipient(s). The letter shall include an invitation for a representative of the Award Recipient(s) to attend the Annual Conference along with an explanation that the award will be made at the Annual Conference.

2.9 The Association shall grant the representative of the Award Recipient(s) a complimentary "day-pass" registration to the Annual Conference for the day of the award ceremony. The Association shall not otherwise reimburse the representative for any expenses.

2.10 The Executive Director shall cause the name of the Award Recipient(s) to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient(s) to appear in an appropriate issue of the official APCO magazine.

2.11 The President shall present an appropriate plaque to the Award Recipient(s) at an award ceremony held in conjunction with the Annual Conference at which the Award is being presented.

ARTICLE XIII: AWARDS

SECTION 13.7: CHAPTER MEMBERSHIP AWARDS

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the Chapter Membership Awards.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The following Chapter Membership Awards shall be presented annually to the Chapter President (or other representative) of the Chapter satisfying the appropriate criteria. Such award is to consist of an appropriate plaque and is to be presented at an awards ceremony held in conjunction with the Annual Conference.

    1.1 The *CHAPTER GROWTH-NUMBER AWARD* is presented to the Chapter exhibiting the greatest growth during the past year based upon the number of new members. For purposes of this award, the year to be considered shall be from July 1 of the prior calendar year to June 30 of the current calendar year.

    1.2 The *CHAPTER GROWTH-PERCENTAGE AWARD* is presented to the Chapter exhibiting the greatest growth during the past year based upon the percentage of new members versus the total number of members at the start of the year. For purposes of this award, the year to be considered shall be from July 1 of the prior calendar year to June 30 of the current calendar year.

    1.3 The *MEMBERSHIP DENSITY AWARD* is presented to the Chapter having the greatest density of members relative to the total population. In making this calculation, the Chapter membership as of June 30 of the current calendar year shall be compared against the most recent population data available for the political jurisdiction(s) that describe the Charter Area of the Chapter being considered. In the case of Chapters wherein the Charter Area encompasses an area larger than a single state, the calculation may be based upon those members residing in a single state versus the population of that state.

Approved by the Executive Council: 08/14/2009

ARTICLE XIII: AWARDS

SECTION 13.8: RECOGNITION AWARDS

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the Recognition Awards.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. Recognition Awards are presented each year at the Annual Conference.
    - 1.1 The "Out-going" President shall receive the following awards:
        - 1.1.1 A gavel and appropriate plaque commemorating his/her term as President of the Association to be presented during the Closing Banquet of the Annual Conference at which he/she steps down as President.
        - 1.1.2 A "Past President" lapel pin to be presented during the Closing Banquet of the Annual Conference at which he/she steps down as President.
    - 1.2 The Chair of the Host Chapter Annual Conference Committee shall receive an appropriate plaque to be presented during the Closing Banquet of the Annual Conference at which he/she officiated.
    - 1.3 Presidential Recognition Awards
        - 1.3.1 The "Out-going" President may recognize an individual(s) whom he/she may deem has provided a special service or contribution to the Association during the President's term in office. Such awards may be a "Certificate of Appreciation" or a commemorative item of nominal value, as determined by the "Out-going" President. The award may be mailed to the Award Recipient, may be presented during the First General Business Meeting held at the Annual Conference, or may be presented at some other event selected by the "Out-going" President except that such award shall not be presented during the Opening Session, during the Second General Business Meeting, or during the Closing Banquet of the Annual Conference.

1.4 Advisory Committee Members

1.4.1 Advisory Committee members who are completing their term of service on a Subsidiary Advisory Committee shall be presented with a “Certificate of Recognition” commemorating their service on the Advisory Committee. The “Certificate of Recognition” may be mailed to the member, may be presented during the First General Business Meeting held at the Annual Conference, or may be presented at some other event selected by the “Out-going” President except that such award shall not be presented during the Opening Session, during the Second General Business Meeting, or during the Closing Banquet of the Annual Conference. The Executive Committee of the Board of Directors (“Board”) may approve award of a commemorative item of nominal value in addition to or in place of the “Certificate of Recognition”.

1.5 Standing Committee Chairs, Special Committee Chairs, and Task Force Chairs

1.5.1 The Executive Committee of the Board may award the Chair of a Standing Committee, Special Committee, or Task Force with a “Certificate of Recognition” commemorating their service on the Committee or Task Force. Such award should recognize the effort put forth by the member in chairing the Committee or Task Force. The “Certificate of Recognition” may be mailed to the member, may be presented during the First General Business Meeting held at the Annual Conference, or may be presented at some other event selected by the “Out-going” President except that such award shall not be presented during the Opening Session, during the Second General Business Meeting, or during the Closing Banquet of the Annual Conference. The Executive Committee of the Board may approve award of a commemorative item of nominal value in addition to or in place of the “Certificate of Recognition”.

1.6 Standing Committee Members, Special Committee Members, and Task Force Members

1.6.1 The Executive Committee of the Board may award the members of a Standing Committee, Special Committee, or Task Force with a “Certificate of Recognition” commemorating their service on the Committee or Task Force. Such award should recognize the effort put forth by the member in serving on the Committee or Task Force and should be based upon a recommendation from the Chair of the Committee or Task Force. The “Certificate of Recognition” shall be mailed to the member. The Executive Committee of the Board may approve award of a commemorative item of nominal value in place of the “Certificate of Recognition”.

ARTICLE XIII: AWARDS

SECTION 13.9: OTHER AWARDS

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to Other Awards.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. Other Awards

    1.1 The President may recognize contributions made by members and non-members of the Association to the art of public safety communications at any time during his/her tenure of office subject to concurrence of the remaining members of the Executive Committee of the Board of Directors.

        1.1.1 Such awards may be in the form of a “Certificate of Appreciation”, a plaque, or other item of nominal value.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 08/16/2012; 08/10/2017

ARTICLE XIII: AWARDS

SECTION 13.10: THE J. RHETT McMILLIAN, JR. AWARD OF DISTINCTION

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the J. Rhett McMillian, Jr. Award of Distinction.

AUTHORITY

The Association is authorized to present awards to those individuals who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The J. Rhett McMillian, Jr. Award of Distinction was created in recognition of the accomplishments of James Rhett McMillian, Jr.

    1.1 J. Rhett McMillian, Jr. was the first Executive Secretary of the Association. In this role and through his own prior membership in the Association, he was instrumental in the transformation of the Association from one focused on police communications to one that encompassed all aspects of public safety and from an organization that limited its membership to managers to an organization that embraced membership by individuals at all levels of work.

    In 1946, J. Rhett McMillian, Jr. became a member of what then was called the Associated Police Communications Officers, Inc. Membership in the Association required the recommendation of a voting member and Rhett's eligibility was established through his management of the radio system for the Florida Department of Public Safety. He finished his 25-year career in public service as the Director of the Florida Game and Fresh Water Fish Commission. During this period, Rhett was responsible for the creation of the first VHF mobile relay system in Florida.

    During the years immediately following World War II, the Association was instrumental in the establishment of separate radio services for public safety and the setting aside of spectrum specifically for public safety use. With strong leadership from Rhett and the Association, the Public Safety Communications Council (PSCC) was formed on April 6, 1962, and the Land Mobile Communications Council (LMCC) was formed on November 30, 1967.

J. Rhett McMillian, Jr. served in many leadership positions within the Association including service as President from August 1965 to August 1966.

Even though the Association (now the Association of Public-Safety Communications Officials-International, Inc.) was a national organization, it had no central fixed seat of operations. Each time elections were held, the "office" moved to wherever the newly elected "Secretary" lived or worked. As the organization grew, it became apparent that a permanent office would have to be established, and, in 1971, the APCO National Office was established in New Smyrna Beach, FL with J. Rhett McMillian, Jr. appointed as the Association's first Executive Secretary. Rhett retired in 1978 as the Association's Executive Director. During his tenure, he founded the APCO Project Series that has made numerous contributions to the art and practice of public safety communications.

J. Rhett McMillian, Jr. is the author of the *APCO STANDARD PUBLIC SAFETY COMMUNICATIONS OPERATING MANUAL* and of *THE PRIMER OF PUBLIC SAFETY TELECOMMUNICATION SYSTEMS*.

A Life Member of the Association, J. Rhett McMillian, Jr. died May 5, 1999.

1.2 The J. Rhett McMillian, Jr. Award is bestowed only when the Executive Committee of the Board of Directors ("Board") identifies a deserving individual.

1.2.1 It is not expected that the Award will be granted on an annual basis.

1.2.2 More than one award may be granted during a single year if the accomplishments of more than one individual warrant such award.

2. Award Criteria

2.1 The J. Rhett McMillian, Jr. Award is made in recognition of exceptional accomplishments by an individual member of APCO on a national or international level in the field of public safety communications.

2.2 Nominees for this award shall meet or exceed the following criteria:

2.2.1 Been a member of APCO in the "Full Member" category for not less than ten (10) years; and

2.2.2 Served in numerous capacities at a leadership level with the Association; and

2.2.3 Over a period of several years, participated in activities in connection with other associations, institutions and federal agencies which have made long-term technological contributions to the art and practice of public safety communications;

2.3 The accomplishments meritorious of the Award are of such widespread significance as to be common knowledge amongst the APCO membership.

3. Process for bestowal of the Award.

3.1 The Executive Committee of the Board shall nominate individuals for this award no later than April 15th of the calendar year of the Annual Conference at which the Award is to be bestowed. Such nomination shall require a unanimous vote by the Executive Committee of the Board

3.1.1 The Executive Committee of the Board shall prepare a statement detailing their reasoning for nominating the individual for the Award.

3.1.2 The Executive Committee of the Board shall prepare a draft citation of 25-50 words suitable for publication.

3.1.3 The qualifying statement and draft citation shall be forwarded to the Credentials Committee.

3.2 The Credentials Committee shall review the qualifying statement and draft citation to verify the nominee meets the award criteria. Findings of the committee shall be reported to the Executive Committee of the Board no later than May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

3.2.1 The Credentials Committee may offer suggestions with regard to the wording of the qualifying statement and/or citation.

3.3 Assuming the Credentials Committee verifies that the nominee is qualified for the award, the Executive Committee of the Board shall forward the nomination to the Board of Directors for ratification in accordance with the requirements of the Significant Action Procedures section of this Policy Manual.

3.3.1 The Executive Committee of the Board may amend the qualifying statement and the citation, as it deems appropriate, based upon the recommendations of the Credentials Committee prior to forwarding those items to the Board of Directors.

3.4 The Board of Directors shall review the qualifying statement and the citation. The Board of Directors shall vote to accept or deny bestowal of the Award. Such vote shall require a majority affirmative vote by the Board of Directors and is to be completed no later than June 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

3.5 Provided that the Board of Directors ratifies bestowal of the Award, the Award shall be presented to the member in the manner described in Paragraph 4 below.

4. Presentation of the Award

4.1 The Executive Committee of the Board shall cause a “congratulatory letter” to be prepared and sent to the Award Recipient no later than June 15th of the calendar year of the Annual Conference at which the Award is to be bestowed.

4.1.1 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Closing Banquet of the Annual Conference.

4.2 The Association shall:

4.2.1 Grant the Award Recipient a complimentary full registration for the Annual Conference.

4.2.2 Pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy section of this Policy Manual.

4.3 The Executive Director shall cause the citation and, if possible, a picture of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the citation and, if possible, a picture of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

4.4 The President shall present an appropriate plaque (or other displayable remembrance) to the Award Recipient during the Closing Banquet held in conjunction with the Annual Conference at which the Award is being bestowed. The President shall read the citation as part of the award ceremony.

5. Perpetual Recognition

5.1 The Executive Director shall cause a "Master Plaque" to be displayed in a prominent location at the Association offices.

5.1.1 Such "Master Plaque" shall contain the names of each recipient of the J. Rhett McMillian, Jr. Award and the year in which they received the award.

5.2 The Executive Director shall cause a listing of all recipients of the J. Rhett McMillian, Jr. Award to appear in the issue of the official APCO magazine known as the "Membership Issue" each year.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 08/16/2012; 08/10/2017

ARTICLE XIII: AWARDS

SECTION 13.11: THE ART McDOLE AWARD OF DISTINCTION

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the Art McDole Award of Distinction.

AUTHORITY

The Association is authorized to present awards to those individuals who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The Art McDole Award of Distinction was created in recognition of the accomplishments of Arthur Edwin "Art" McDole.

    1.1 Art McDole began his career in public safety communications in 1949 as a Sergeant in the Monterey County (CA) Sheriff's Department where he was in charge of communications. He retired in 1990 as the Communications Director for the County of Monterey. But, Art's influence in the development of 2-way land mobile radio communications extended far beyond the boundaries of Monterey County and well past his retirement.

    Art McDole was at the heart of the growth of public safety communications throughout California. He was a leader in the establishment of mutual aid systems long before the concept of "interoperability" became a national interest; he pioneered the development of mobile relays and repeaters for use by public safety agencies as a means of improving radio coverage for field personnel; he worked throughout the state to establish educational television stations serving rural communities; he established a system of rain gauges and stream monitors in Monterey County that is used to this day to predict flooding long before it happens; and, he served for over 40 years as the Frequency Coordinator (later to be called "Local Frequency Advisor") for Northern California. In 1975, he implemented what may be the first wide area 9-1-1 system in the nation.

    Art McDole is best known for the pivotal role that he played in shaping public safety communications policy at a national level. Throughout his career, he served on numerous APCO committees including service as the chair of the Regulatory Review Committee (later known as the Spectrum Management Committee) for nearly 20 years. During his tenure, he helped to formulate APCO's position on such landmark issues as the establishment of the 800 MHz band, the

expansion of the UHF band to include sharing of the 470-512 MHz spectrum with television broadcasters, the "re-farming" of the public safety spectrum below 512 MHz, and the implementation of trunking as a technology used by public safety entities. Art served as APCO's representative to the Public Safety Wireless Advisory Committee (PSWAC) helping to document the need for 97.5 MHz of additional spectrum and on the National Coordination Committee (NCC) developing the rules for use of the 700 MHz spectrum. He also served as APCO's representative and co-chair of the Project 25 Steering Committee developing the standards for digital voice communications.

Most important, Art McDole served as a mentor for many of the Association's leaders. He helped those individuals realize the importance of effective communications in providing public safety services to the American public and to understand the nuances of public policy in providing for those services.

Through these and his numerous other contributions, Art McDole has had an impact upon the art of public safety communications that extends far beyond that which might be expected of any member.

1.2 The Art McDole Award is bestowed only when the Executive Committee of the Board of Directors ("Board") identifies a deserving individual.

1.2.1 It is not expected that the Award will be granted on an annual basis.

1.2.2 More than one award may be granted during a single year if the accomplishments of more than one individual warrant such award.

2. Award Criteria

2.1 The Art McDole Award is made in recognition of exceptional accomplishments of a technical nature by an individual member of APCO on a national or international level in the field of public safety communications.

2.2 Nominees for this award shall meet or exceed the following criteria:

2.2.1 Been a member of APCO in the "Full Member" category for not less than ten (10) years; and

2.2.2 Over a period of not less than eight (8) years, participated in activities that have made long-term contributions of a technical nature to the art and practice of public safety communications.

2.3 The accomplishments meritorious of the Award are of such widespread significance as to be common knowledge amongst the APCO membership.

3. Process for bestowal of the Award.

3.1 The Executive Committee of the Board shall nominate individuals for this award no later than April 15th of the calendar year of the Annual Conference at which the Award is to be bestowed. Such nomination shall require a unanimous vote by the Executive Committee of the Board

3.1.1 The Executive Committee of the Board shall prepare a statement detailing their reasoning for nominating the individual for the Award.

3.1.2 The Executive Committee of the Board shall prepare a draft citation of 25-50 words suitable for publication.

3.1.3 The qualifying statement and draft citation shall be forwarded to the Credentials Committee.

3.2 The Credentials Committee shall review the qualifying statement and draft citation to verify the nominee meets the award criteria. Findings of the committee shall be reported to the Executive Committee of the Board no later than May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

3.2.1 The Credentials Committee may offer suggestions with regard to the wording of the qualifying statement and/or citation.

3.3 Assuming the Credentials Committee verifies that the nominee is qualified for the award, the Executive Committee of the Board shall forward the nomination to the Board of Directors for ratification in accordance with the requirements of the Significant Action Procedures section of this Policy Manual.

3.3.1 The Executive Committee of the Board may amend the qualifying statement and the citation, as it deems appropriate, based upon the recommendations of the Credentials Committee prior to forwarding those items to the Board of Directors.

3.4 The Board of Directors shall review the qualifying statement and the citation. The Board of Directors shall vote to accept or deny bestowal of the Award. Such vote shall require a majority affirmative vote by the Board of Directors and is to be completed no later than June 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

3.5 Provided that the Board of Directors ratifies bestowal of the Award, the Award shall be presented to the member in the manner described in Paragraph 4 below.

4. Presentation of the Award

4.1 The Executive Committee of the Board shall cause a “congratulatory letter” to be prepared and sent to the Award Recipient no later than June 15th of the calendar year of the Annual Conference at which the Award is to be bestowed.

4.1.1 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Closing Banquet of the Annual Conference.

4.2 The Association shall:

4.2.1 Grant the Award Recipient a complimentary full registration for the Annual Conference.

4.2.2 Pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy section of this Policy Manual.

4.3 The Executive Director shall cause the citation and, if possible, a picture of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the citation and, if possible, a picture of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

4.4 The President shall present an appropriate plaque (or other displayable remembrance) to the Award Recipient during the Closing Banquet held in conjunction with the Annual Conference at which the Award is being bestowed. The President shall read the citation as part of the award ceremony.

5. Perpetual Recognition

5.1 The Executive Director shall cause a "Master Plaque" to be displayed in a prominent location at the Association offices.

5.1.1 Such "Master Plaque" shall contain the names of each recipient of the Art McDole Award and the year in which they received the award.

5.2 The Executive Director shall cause a listing of all recipients of the Art McDole Award to appear in the issue of the official APCO magazine known as the "Membership Issue" each year.

Approved by the Executive Council: 08/14/2009
Amended by the Board of Directors: 08/16/2012; 08/10/2017

ARTICLE XIII: AWARDS

SECTION 13.12: THE WELDON JOE BLAIR AWARD OF DISTINCTION

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the Weldon Joe Blair Award of Distinction.

AUTHORITY

The Association is authorized to present awards to those individuals who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The Weldon Joe Blair Award of Distinction was created in recognition of the accomplishments of Weldon Joe Blair.

    1.1 Weldon Joe Blair became an APCO member in 1974 and immediately went to work as an active member of the Texas Chapter of APCO. During his Chapter career, he served as an elected officer in every elected position and on many, many Chapter committees, including the chapter's frequency coordination committee. Those were the days when the FCC placed the responsibility for coordination in the hands of the Chapters.

    In 1987, Joe was elected as the Executive Councilman by the Texas Chapter of APCO. He held this position for 10 years. He served on many national committees such as the TSP, Executive Director Selection, International, Constitution and By-Laws, Emergency Management, and many more long since forgotten.

    He took leadership responsibility in an ADHOC committee, from the Dallas/Ft. Worth area, to lobby the FCC and the legislature in the fight for the NPSPAC 800 frequencies and was the facilitator of the Texas planning Region where he was instrumental in convincing the FCC to divide Texas into smaller regions. He was the convener for Region 40 and served as Vice Chairman of the Region 40 Planning Committee. He worked hard in the writing of the Region 40 Plan and his efforts aided in the Region 40 Plan being the first Regional Plan submitted to the FCC for approval. Until his retirement in 2001 from the Airport, Joe continued as Vice Chairman of the Region 40 Committee and served as the Committee coordinator making frequency assignments in response to frequency applications to the committee.

In Executive Council, Joe would fight for what he felt was in the best interest of APCO. During the Council meetings, he would ask questions to clarify issues which he felt were misunderstood by members of the Council. His actions were designed to resolve issues, to shorten discussions, and to challenge the Board of Officers and/or the Council if he felt a change of direction was needed. He looked for compromise in heated and lengthy debate and when the Council adjourned, he left his political emotions in the Council room and accepted its actions as the law.

1.2 The Weldon Joe Blair Award is bestowed only when the Executive Committee of the Board of Directors ("Board") identifies a deserving individual.

1.2.1 It is not expected that the Award will be granted on an annual basis.

1.2.2 More than one award may be granted during a single year if the accomplishments of more than one individual warrant such award.

2. Award Criteria

2.1 The Weldon Joe Blair Award is made in recognition of exceptional accomplishments by an individual member of APCO on a national or international level as a leader of the Association.

2.2 Nominees for this award shall meet or exceed the following criteria:

2.2.1 Been a member of APCO in the "Full Member" category for not less than ten (10) years; and

2.2.2 Over a period of several years, participated in a leadership role in the function and operation of the Association, its Chapters, and/or its Affiliates at a level of service that is generally recognized as "outstanding"

2.3 The accomplishments meritorious of the Award are of such widespread significance as to be common knowledge amongst the APCO membership.

3. Process for bestowal of the Award.

3.1 The Executive Committee of the Board shall nominate individuals for this award no later than April 15th of the calendar year of the Annual Conference at which the Award is to be bestowed. Such nomination shall require a unanimous vote by the Executive Committee of the Board.

3.1.1 The Executive Committee of the Board shall prepare a statement detailing their reasoning for nominating the individual for the Award.

3.1.2 The Executive Committee of the Board shall prepare a draft citation of 25-50 words suitable for publication.

3.1.3 The qualifying statement and draft citation shall be forwarded to the Credentials Committee.

3.2 The Credentials Committee shall review the qualifying statement and draft citation to verify the nominee meets the award criteria. Findings of the committee shall be reported to the Executive Committee of the Board no later than May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

3.2.1 The Credentials Committee may offer suggestions with regard to the wording of the qualifying statement and/or citation.

3.3 Assuming the Credentials Committee verifies that the nominee is qualified for the award, the Executive Committee of the Board shall forward the nomination to the Board of Directors for ratification in accordance with the requirements of the Significant Action Procedures section of this Policy Manual.

3.3.1 The Executive Committee of the Board may amend the qualifying statement and the citation, as it deems appropriate, based upon the recommendations of the Credentials Committee prior to forwarding those items to the Board of Directors.

3.4 The Board of Directors shall review the qualifying statement and the citation. The Board of Directors shall vote to accept or deny bestowal of the Award. Such vote shall require a majority affirmative vote by the Board of Directors and is to be completed no later than June 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

3.5 Provided that the Board of Directors ratifies bestowal of the Award, the Award shall be presented to the member in the manner described in Paragraph 4 below.

4. Presentation of the Award

4.1 The Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient nolater than June 15th of the calendar year of the Annual Conference at which the Award is to be bestowed.

4.1.1 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Closing Banquet of the Annual Conference.

4.2 The Association shall:

4.2.1 Grant the Award Recipient a complimentary full registration for the Annual Conference.

4.2.2 Pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy section of this Policy Manual.

4.3 The Executive Director shall cause the citation and, if possible, a picture of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the citation and, if possible, a picture of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

4.4 The President shall present an appropriate plaque (or other displayable remembrance) to the Award Recipient during the Closing Banquet held in conjunction with the Annual Conference at which the Award is being bestowed. The President shall read the citation as part of the award ceremony.

Approved by the Executive Council: 08/14/2009

ARTICLE XIII: AWARDS

SECTION 13.13: APCO-INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS INFORMATION TECHNOLOGIST OF THE YEAR

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the APCO-International Public Safety Communications Information Technologist of the Year Award.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The *APCO-International Public Safety Communications Information Technologist of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO-International Public Safety Communications Information Technologist of the Year* Award.
    - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
    - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
        - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
    - 2.3 Nominations shall be received at APCO Headquarters no later than April 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.
    - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.

2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

2.6 The Awards Committee shall notify the Executive Committee of the Board of Directors ("Board") of its selection for the Award by May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

2.7 The Executive Committee of the Board shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Executive Committee of the Board

2.8 Once it has ratified the selection for the Award, the Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.

2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy section of this Policy Manual.

2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

ARTICLE XIII: AWARDS

SECTION 13.14: APCO-INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS TRAINER OF THE YEAR

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the APCO-International Public Safety Communications Trainer of the Year Award.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The *APCO-International Public Safety Communications Trainer of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO-International Public Safety Communications Trainer of the Year* Award.
   - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
   - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
     - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
   - 2.3 Nominations shall be received at APCO Headquarters no later than April 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.
   - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.

2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

2.6 The Awards Committee shall notify the Executive Committee of the Board of Directors ("Board") of its selection for the Award by May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

2.7 The Executive Committee of the Board shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Executive Committee of the Board.

2.8 Once it has ratified the selection for the Award, the Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.

2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy section of this Policy Manual.

2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

ARTICLE XIII: AWARDS

SECTION 13.15: APCO-INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS TEAM OF THE YEAR

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the APCO-International Public Safety Communications Team of the Year Award.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The *APCO-International Public Safety Communications Team of the Year* Award is made each year to individuals whose service to their employer(s) and the community they serve over the current year has been deserving of recognition. Nominees for the award shall normally work in a job classification compatible with any of the award categories established for an APCO Public Safety Communications Award, excluding Center Director of the Year

2. Process for bestowal of the *APCO-International Public Safety Communications Team of the Year* Award.

    2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.

    2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.

        2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of this Award.

    2.3 Nominations shall be received at APCO Headquarters no later than April 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

    2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.

2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

2.6 The Awards Committee shall notify the Executive Committee of the Board of Directors ("Board") of its selection for the Award by May 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.

2.7 The Executive Committee of the Board shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Executive Committee of the Board.

2.8 Once it has ratified the selection for the Award, the Executive Committee of the Board shall cause a "congratulatory letter" to be prepared and sent to the Award Recipients. The letter shall include an invitation for a representative of the Team to attend the Annual Conference along with an explanation that the award will be made at the Annual Conference.

2.9 The Association shall grant one representative of the Team receiving the Award a complimentary "day-pass" registration to the Annual Conference for the day of award ceremony. The Association shall not otherwise reimburse the representative or any Team member for any expenses.

2.10 The Executive Director shall cause the name of the Award Recipients to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipients to appear in an appropriate issue of the official APCO magazine.

2.11 The President shall present an appropriate plaque to the Award Recipient representing the Team at an award ceremony held in conjunction with the Annual Conference at which the Award is being bestowed.

Approved by the Board of Directors: 05/16/2012
Amended by the Board of Directors: 08/10/2017

ARTICLE XIII: AWARDS

SECTION 13.16: THE JACK DANIEL AWARD OF DISTINCTION

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

PURPOSE

To establish Association policy with regard to the Jack Daniel Award of Distinction.

AUTHORITY

The Association is authorized to present awards to those individuals who have performed outstanding service in accordance with this Article of this Policy Manual.

POLICY

1. The Jack Daniel Award of Distinction was created in recognition of the accomplishments of Jack Daniel

    1.1 The Jack Daniel Award is made in recognition of exceptional accomplishments by a commercial member of APCO on a national or international level in the field of public safety communications.

    Jack Daniel maintained APCO International membership since July 25, 1985 plus other non-consecutive membership in the Texas and New York chapters of APCO dating as far back as 1960. He served on numerous committees, including the Commercial Advisory Council, its predecessor, the Commercial Advisory Committee, and the Editorial Advisory Committee. He was a member of at least four APCO chapters: CPRA, NAPCO, Arizona and Nevada. He founded the APCO CAC Scholarship program and is fondly described as the “father of the Western Regional Conference”.

    He was a member of the National Fire Protection Association (NFPA), the International Code Council (ICC), the International Association of Chiefs of Police (IACP) and the International Association of Fire Chiefs (IAFC). He was also a Fellow of the Radio Club of America. He was an expert on NFPA and International Fire Code in-building communications codes for first responders. He was the vice chair of the NPSTC in-building committee and was participating in new nationwide in-building code developments in NFPA and ICC. He was a key participant in five APCO Western Regional Conferences (1994, 1999, 2003, 2007, 2011), six “North-South” California Chapter Meetings & Exhibits (1995, 1997, 1998, 2000, 2001, 2002), and a CPRA Chapter Commercial Committee Chair/Co-Chair for 20 years.

He established and moderated the chapter's eGroups discussions forums ushering in a new era of chapter collaboration. He was the chapter's in-house expert designing marketing logos and artwork which served as the basis for the current CPRA chapter logo, its 75th anniversary logo, many of the CPRA-hosted Western Regional Conference pins, and most of its National Telecommunicator Week Buttons.

His career spanned over 50 years in land mobile wireless communications, ranging from field technical representative to corporate management. This included positions with Communications Engineering (TX), Harris-RF Communications (CA, TX, MI, NY), DB products (TX), SEA (WA), CETEC Vega (CA) and ownership of two private companies. His most recent company was The Jack Daniel Company.

For more than 15 years, the Jack Daniel company had become known nationwide as a leading authority in advanced in-building and underground radio communications system designs and products for public safety and industry, including the use of fiber-optic cables for RF signal distribution and software augmented signal boosters. Jack Daniel was a speaker at numerous APCO International Annual Conferences, as well as IWCE and other national level conferences on RF distribution of cellular, private radio and public safety wireless signals. He has been published in trade publications and was a frequent presenter at public safety conferences. He was very active in developing national codes that mandate in-building communication for first responders.

A Life and Senior Member of the Association, Jack Daniel died March 1, 2012

1.2 The Jack Daniel Award is bestowed only when the Executive Committee of the Board of Directors ("Board") identifies a deserving individual.

1.2.1 It is not expected that the Award will be granted on an annual basis.

1.2.2 More than one award may be granted during a single year if the accomplishments of more than one individual warrant such award.

2. Award Criteria

2.1 The Jack Daniel Award is made in recognition of exceptional accomplishments by a commercial member of APCO on a national or international level in the field of public safety communications.

2.2 Nominees for this award shall meet or exceed the following criteria:

2.2.1 Been a member of APCO in the "Commercial Member" category for not less than ten (10) years; and

2.2.2 Over a period of not less than five (5) years, participated in activities that have made long-term contributions in the function and operation of the Association, its chapters, and/or its Affiliates at a level of service that is generally recognized as outstanding.

2.3 The accomplishments of the Award are of such widespread significance as to be common knowledge amongst the APCO membership.

3. Process for bestowal of the Award. [Note all deadlines are waived for 2012.]

3.1 Due to the untimely death of Jack Daniel, the normal schedule shall not apply in 2012. Subsequent to 2012, the Executive Committee of the Board shall nominate individuals for this award no later than April 15 of the calendar year of the Annual Conference at which the Award is to be bestowed. Such nomination shall require a unanimous vote by the Executive Committee of the Board

3.1.1 The Executive Committee of the Board shall prepare a statement detailing their reasoning for nominating the individual for the Award.

3.1.2 The Executive Committee of the Board shall prepare a draft citation of 25-50 words suitable for publication.

3.1.3 The qualifying statement and draft citation shall be forwarded to the Credentials Committee.

3.2 The Credentials Committee shall review the qualifying statement and draft citation to verify the nominee meets the award criteria. Findings of the committee shall be reported to the Executive Committee of the Board no later than May 1 of the calendar year of the Annual Conference at which the Award is to be bestowed.

3.2.1 The Credentials Committee may offer suggestions with regard to the wording of the qualifying statement and/or citation.

3.3 Assuming the Credentials Committee verifies that the nominee is qualified for the award, the Executive Committee of the Board shall forward the nomination to the Board of Directors for ratification in accordance with the requirements of the Significant Action Procedures section of this Policy Manual.

3.3.1 The Executive Committee of the Board may amend the qualifying statement and the citation, as it deems appropriate, based upon the recommendations of the Credentials Committee prior to forwarding those items to the Board of Directors.

3.4 The Board of Directors shall review the qualifying statement and the citation. The Board of Directors shall vote to accept or deny bestowal of the Award. Such vote shall require a majority affirmative vote by the Board of Directors and is to be completed no later than June 1 of the calendar year of the Annual Conference at which the Award is to be bestowed.

3.5 Provided that the Board of Directors ratifies bestowal of the Award, the Award shall be presented to the member in the manner described in Paragraph 4 below.

4. Presentation of the Award

4.1 The Executive Committee of the Board shall cause a “congratulatory letter” to be prepared and sent to the Award Recipient no later than June 15 of the calendar year of the Annual Conference at which the Award is to be bestowed.

4.1.1 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Closing Banquet of the Annual Conference.

4.2 The Association shall:

4.2.1 Grant the Award Recipient a complimentary full registration for the Annual Conference.

4.2.2 Pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in the General Travel Policy section of this Policy Manual.

4.3 The Executive Director shall cause the citation and, if possible, a picture of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the citation and, if possible, a picture of the Award Recipient to appear in an appropriate issue of the official APCO magazine.

4.4 The President shall present an appropriate plaque (or other displayable remembrance) to the Award Recipient during the Closing Banquet held in conjunction with the Annual Conference at which the Award is being bestowed. The President shall read the citation as part of the award ceremony.

5. Perpetual Recognition

5.1 The Executive Director shall cause a “Master Plaque” to be displayed in a prominent location at the Association offices.

5.1.1 Such “Master Plaque” shall contain the names of each recipient of the Jack Daniel Award and the year in which they received the award.

5.2 The Executive Director shall cause a listing of all recipients of the Jack Daniel Award to appear in the issue of the official APCO magazine known as the “Membership Issue” each year.